



CONTACT



786-548-6192



Richy12677@gmail.com



Miami, FL

EDUCATION



FLORIDA INTERNATIONAL
UNIVERSITY

*Bachelor of Business
Analytics with AI*

2026 – Present



SEMINOLE RIDGE
HIGH SCHOOL

High School Diploma

Graduated 2026

CORE SKILLS

- ✓ Customer Service Excellence
- ✓ Effective Communication
- ✓ Microsoft Office (Word, Excel, Outlook)
- ✓ Data Analysis & Visualization
- ✓ AI Tools & Automation
- ✓ Record & File Management
- ✓ Assisting with Payroll
- ✓ Problem Solving
- ✓ Time Management
- ✓ Attention to Detail
- ✓ Team Collaboration
- ✓ HIPAA Compliance Awareness
- ✓ Professional & Confidential Communication

RICHARD DE LA TORRE

ADMINISTRATIVE PROFESSIONAL

Detail-oriented and dependable administrative professional with experience supporting daily operations, managing confidential information, and delivering exceptional service to clients and teams. Strong organizational and communication skills with the ability to solve problems and ensure accuracy in fast-paced environments. Currently pursuing a Bachelor's degree in Business Analytics with AI with a strong interest in data, automation, and financial services.



PROFESSIONAL EXPERIENCE

ADMINISTRATIVE ASSISTANT

2025 – 2026

Techno ABA

- **Communicate** professionally with clients, families, and clinical staff to coordinate documentation, answer questions, and provide status updates.
- **Maintain and organize** confidential client files and records in compliance with HIPAA standards and company policies.
- **Process, verify, and enter data** accurately using Microsoft Office and internal database systems.
- **Assist with scheduling** appointments, managing calendars, and coordinating daily operations.
- **Prepare reports** and documentation to support management and ensure accuracy and timeliness.
- **Greet clients** and visitors, handle incoming inquiries by phone, email, and in person, and deliver a welcoming experience.

ADMINISTRATIVE ASSISTANT

2024 – 2026

Brighture

- **Manage front office operations**, including client intake, verifying information, and ensuring accurate and complete documentation.
- **Communicate with clients** and families to answer questions, provide information, and ensure a positive experience.
- **Organized and maintained** filing systems, ensuring all paperwork was complete, accurate, and easy to access.
- **Entered and updated** client information in multiple software platforms to track records and support daily business needs.
- **Assisted with payroll preparation** by collecting time sheets, verifying employee information, and supporting accuracy of payroll data.
- **Demonstrated strong attention to detail and reliability** in meeting deadlines and managing priorities.

CO-OWNER

2024 – Present

Basswick

- Co-owner of **Basswick**, a digital solutions company specializing in custom websites, AI automations, and ad management.
- **Build and optimize websites** that are modern, responsive, and built to convert.
- **Design and implement AI automations** to streamline workflows, increase efficiency, and save clients time.
- **Run and manage** paid advertising campaigns across multiple platforms to drive leads and grow businesses.
- **Work with tools** such as **ChatGPT, Claude, Codex, Claude Code, Higgsfield**, and other AI & automation platforms to build solutions, write code, create content, and deliver results.



PROFESSIONAL STRENGTHS



Builds positive relationships and communicates effectively with clients and teams.



Highly organized with the ability to manage multiple tasks accurately and efficiently.



Trustworthy and discreet in handling confidential information with integrity and professionalism.



Committed to learning and growing in the business analytics, AI, and digital solutions industry.