

## Contact

[www.linkedin.com/in/myrna-garcia-9aab1210](http://www.linkedin.com/in/myrna-garcia-9aab1210) (LinkedIn)

## Top Skills

Bookkeeping

Negotiation

Communication

## Languages

English (Native or Bilingual)

Spanish (Native or Bilingual)

# Myrna Garcia

Corporate Secretary & Administrator  
Miami, Florida, United States

## Experience

itracHEALTH

Corporate Secretary

January 2017 - Present (6 years 4 months)

North Miami, Florida, United States

Primera Llc

Partner and Administrator

2005 - 2017 (12 years)

United States

Office Administrator & Accountant

Philadelphia Pre-School Early Intervention Program

Service Coordinator

July 1999 - January 2004 (4 years 7 months)

Philadelphia, PA

Social Work / Case Manager - Early Intervention Program

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## Education

Manhattanville College

Master of Social Work - MSW, Incomplete · (September 1998 - December 1999)

State University of New York College at Purchase

Bachelor of Arts - BA, Education/Teaching of Individuals with Specific Learning Disabilities · (August 1996 - May 1998)

University of Puerto Rico

BS, Psychology · (1969 - 1973)