

ANABEL BERRIOS-RIVERA

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OBJECTIVE

To obtain a rewarding position in customer services within a company that has the potential to provide advancement should the need present itself.

EDUCATION

Atoca-North , San Jose, CA.

- *Office Training Program* 1996-1997

West Valley College, Saratoga, CA.

- *Classes in Business Admin.* 1995-1996

Blackford High School, San Jose, Ca Grad. 1989

- *General HS Subjects: math, eng., history..*

EXPERIENCE

El Camino Hospital, Los Gatos, CA. 2012- present (part time)

- *Assistant Admin Filing Clerk.*

Manpower, Kelly Girl, etc. (Employment Agencies), 2006-2012

Companies that were contracted to work for are though out the south bay.

- *Primarily position from employment agencies listed below:*

1. *Customer Service.*
2. *Retail Clerk.*
3. *Admin File Clerk.*

Silicon Financial Corps, San Jose, CA. 2005-2006

- *Office Assistant.*

SKILLS

- Computer skills for both Apple and Personal Computer.
- MS. Office_XL spreadsheet, Word, Outlook, PowerPoint and Publisher.
- Generating reports, documents, and memos for office and management.
- Tying speed at 40 wpm.
- Working with schedules, system planners, and maintaining general office.
- Team player in getting things done especially in times of heavy demands.
- Public Relation skills via being friendly and professional.
- Ability to communicate clearly and effectively both verbal and writing as well as using the telephone, email and internet to perform job tasks.