

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 postion 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, sytem 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.*