

Luis J Garduno
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JOB OBJECTIVE

To obtain an entry-level position that will enhance and utilize my skills.

QUALIFICATIONS

- Well organized, goal oriented leader who meets deadlines.
- Dependable, great communicator who raises productivity and effectiveness.
- Enthusiastic, innovative thinker who is a team player.

Accounting Skills

Principles of Accounting
General Ledger
A/R & A/P
Financial Statements
Computerized Payroll

Computer Skills

Microsoft Office
Integrated Accounting
QuickBooks
Ten Key

WORK EXPERIENCE

Mervyn's

Campbell, CA

Sales Associate

2007

Responsibilities: Logistics, Restocked Merchandise, Cashier, Truck Unload Team.

Century 21 Su Casa

San Jose, CA

Administrative Assistant

2005 to 2006

Responsibilities: Advertising/Marketing, Data Entry, Material Handler, Courier.

Viking Bookstore

Saratoga, CA

Book Seller

2004 to 2005

Responsibilities: Open/Close Store, Customer Service, Cashier, Counted In/Out Safe.

UPS

Sunnyvale, CA

Preload Supervisor

2000 to 2003

Responsibilities: Trained Employees, Motivated team to meet deadlines, Raised productivity, Planned driver workdays.

EDUCATION

San Jose State University

San Jose, CA

BA Mathematics

2013 -

San Jose City College

San Jose, CA

AS Math

2009- 2013

San Jose Computer Academy

San Jose, CA

Courses: Computerized Accounting

2008