

Luis J Garduno
4977 Esther Dr San Jose, CA 95124

Cell 408-702-0750
Ljg408@yahoo.com

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
2007
Sales Associate

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

Century 21 Su Casa San Jose, CA
2005 to 2006
Administrative Assistant

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

Viking Bookstore Saratoga, CA
2004 to 2005
Book Seller

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

UPS Sunnyvale, CA
2000 to 2003
Preload Supervisor
Responsibilities: Trained Employees, Motivated team to meet deadlines, Raised productivity, Planned driver workdays.

EDUCATION

San Jose State University San Jose, CA
2013 -
BA Mathematics

San Jose City College San Jose, CA
2009- 2013
AS Math

San Jose Computer Academy San Jose, CA
2008
Courses: Computerized Accounting