

Jenevieve Gallegos

2742 Sand Point Drive
San Jose, Ca 95148
408-701-7998

Experience

June 12, 2014-Present
Business Resource Group
Clerk

- Filing, creating new hire labels and folders,
- Matching Receipts to expenses
- Assist Payroll and AP Managers

July 2013 – Oct 2013
Cedar Fair-Great America
Food Prep/Cashier

- *Handling and preparing food*
- *Cashier*
- *Open/close*

Education

2013-2014
Evergreen Valley High School San Jose
Diploma-

- Study General Ed

2011 - 2013
Silver Creek High School San Jose

- Study General Ed
- Cheerleading for four years (Academic)

Skills

- Computer experience in Microsoft Office (Word, Excel)
- Bilingual in Spanish
- Gymnastics/Cheerleading five year experience (Academic-special interest)
- Accounting experience (matching receipts, book keeping)