

JANET ARANDA

14400 Newport Ave • Tustin, CA • 92780

CELL: (714) 884-2817 • E-MAIL: Jaranda5@calstatela.edu

CAREER OBJECTIVE

I am looking for an opportunity in a professional office where my experience and educational background will be fully utilized.

EDUCATION

Bachelor of Science Degree in Sociology
California State University of Los Angeles
Los Angeles, CA
Graduated in June 2014

Associates Degree of Liberal Arts
Santiago Canyon Community College
Orange, CA
Attended Fall of 2008- Spring of 2011

SKILLS

- Proficient in Microsoft Word, Excel, Outlook, PowerPoint, QuickBooks
- Typing speed of 50+ WPM
- Strong knowledge of front desk operations/ procedures
- Accurate data entry skills
- Exceptional communication and interpersonal skills
- Fluent Spanish (read, write and speak)
- Able to adapt quickly to different work environments

EXPERIENCE

Kimko - Anaheim, CA **08/2014 - Present**
Temporary Receptionist and Administrative Assistant
Duties: Data entry, filing, incoming and outgoing calls and faxing

The Tasting Spoon - Irvine, CA **01/2012 - Present**
Shift Lead and Server
Duties: Coordinate and facilitate over 1,000 special events

The Eli Home - Anaheim, CA **03/2014 - 05/2014**
Internship - Data Entry and Receptionist
Duties: Technical support and cold call phone sales

OC Wellness - Santa Ana, CA **06/2013 - 08/2014**
Receptionist and Office Assistant
Duties: Provided regular billing reports and various office duties

Lazy Dog - Irvine, CA **09/2012 - 06/2013**
Lead Server and Trainer
Duties: Trained new servers as well as served patrons with a smile