

MA. ELENA PADILLA

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OBJECTIVE:

Seeking a permanent challenging position where my past administrative abilities may be an asset to the company for growth and advancement within the organization.

SKILLS:

- Appointment Scheduling
- Extensive Internet Research
- Administrative Assistant
- Record Management
- Case Management
- Customer Services
- Legal Documentation
- 80 WPM
- Windows XP/PC
- Account Payables/Receivable

WORK EXPERIENCE:

- 3/04 – 3/06 Secretary
Junta Local de Conciliacion y Arbitraje del D.F.
Documented paper work as it was verbally being spoken into a legal document
- 1/03 - 2/04 Administrative Assistant
Acoustic Project, Mexico, D.F.
Set up appointments, Help Clients, Answer Phone calls, Data Entry, All Responsibilities
Administrative Assistant
- 1/00 - 12/02 Secretary
Government of the State of Guanajuato, Mexico, D.F.
Secretary, All Responsibilities Administrative Assistant.
- 3/91 - 10/98 Administrative
Bank Serfin S.A., Mexico, D.F.
Secretary, All Responsibilities Administrative Assistant.

EDUCATION:

Business Office Administration
Commercial Academy of Mexico, Mexico, D.F

PERSONAL ABILITIES:

- Responsible
- Enthusiastic
- Punctual
- Dedicated
- Hard Worker
- Persistent