

LILIA O. SERRANO
Cell: 408-219-2333;
email: bettybooplili@hotmail.com

OBJECTIVE: Seek a position in a company where my experience can be fully utilized.

QUALIFICATION :

- Energetic, hardworking and reliable
- Honest, and loyal

EXPERIENCE: Zazzle Campbell, Ca. 09/2015-12/2016
Scan, Print and Press
package
Inventory

Far western Graphics Inc. Sunnyvale , Ca.. 08/2015- 08/2016

- Assisted in the bindery Area

BayClub Courtside, Los Gatos CA 2011- 06/2015

- Laundry - folding towels
- Locker room - housekeeping

The Mahoney Company , Santa Clara Ca. 2009 - 2010

- Assisted in the bindery area such as the use of the hand punch machine , spiral

Blanco Technology , Los Altos,CA 1992- 2008

- Operate office machines, such as copiers, scanners, fascimile , voice mail systems and personal computers.
- Process invoices and mail to customers
- Answer incoming calls, direct calls and take messages.
- Basic bookkeeping
- Process credit card payments
- File records
- Typing
- Communicate with customers to answer questions
- Compute records or reports

The Mahoney Company, Santa Clara, CA 1997 – 2002

- Assisted in the bindery area such as the use of the hand punch machine, spiral machine , wire-o and perfect bind machine .
- Learned how to operated docutech.
- Assisted accounting department as needed .

Kentucky Fried Chicken, Cupertino, CA 1992

- prepare salads
- Fried chicken
- Made biscuit

Super Taqueria, San jose, CA 1991

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- File records
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Zazzle Campbell,CA 09/2015-12/2015

- Scan, print and Press
- Packaging
- Inventory

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Spiral machine, wire-o and perfect bind machine

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EDUCATION: Sistema Harvard Educational, Mexico City

Degree in Secretary – 1983

High School Diploma – Mexico, City - 1979

References available upon request