

**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.

- Energetic, hardworking and reliable
- Honest, and loyal

QUALIFICATION

:

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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- Energetic, hardworking and reliable

QUALIFICATION:

- Honest, and loyal

EXPERIENCE: California Management 10/2015- present

- Compute records
- File records
- Typing
- Inventory

Zazzle Campbell, CA 09/2015-12/2015

- Scan, print and Press
- Packaging
- Inventory

Far Western Graphics Sunnyvale, CA 08/2015 - present

- Assisted in the Bindery Area such as use of hand punch machine
Spiral machine, wire-o and perfect bind machine

Blanco Technology , Los Altos, CA 1992- 2008

- Operate office machines, such as copiers, scanners, facsimile , 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
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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 .

EDUCATION: Sistema Harvard Educational, Mexico City

Degree in Secretary – 1983

High School Diploma – Mexico, City - 1979

References available upon request