

# Sandra Perez

Santa Ana, CA

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Authorized to work in the US for any employer

## Work Experience

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### **Office Administrative Assistant**

AppleOne-Orange, CA

April 2024 to June 2024

- Quickbooks
- Excel
- Microsoft office

### **Goodwill Cashier**

Goodwill Industries-Santa Ana, CA

November 2022 to February 2024

### **Site Assistant**

ILLUMINATION FOUNDATION-Santa Ana, CA

March 2019 to June 2021

- Temperature screening.
- Janitorial.
- Front desk (check in check out).
- Food prep.
- Food handling.
- Hospitality.

## Education

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### **High school diploma**

C4I academy - Irvine, CA

March 2021 to October 2022

### **Certificate in Business office administration**

UEI College - Garden Grove, CA

March 2021 to August 2022

## Skills

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- Good communication, bilingual, acting as a team player, strong work ethics.
- Caregiving

- Custodial Experience
- Meal Preparation
- Customer service
- Stocking
- Microsoft Word
- Computer Skills
- Google Docs (1 year)
- Computer skills (4 years)
- Hospitality (2 years)
- Cash handling
- Customer service
- Sales
- Cash register
- Hospitality
- Food handling
- Front desk
- Google Docs
- QuickBooks
- Retail sales
- Bilingual
- Spanish
- Cleaning
- Sanitation
- Communication skills
- Time management
- ~~front desk~~
- Google Docs
- QuickBooks
- Retail sales



- Bilingual
- Spanish
- Cleaning
- Sanitation
- Communication skills
- Time management
- Negotiation
- Organizational skills
- Administrative experience
- Typing
- Computer skills
- Computer literacy
- Upselling
- Custodial experience
- Office experience
- Microsoft Outlook

#### Languages

- Bilingual - Fluent
- Spanish - Expert

#### Certifications and Licenses

**Business Administration**  
August 2022 to Present