

Sandra Perez

Santa Ana, CA

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Authorized to work in the US for any employer

Work Experience

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

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

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