

Maria Gonzales

Auburn, WA 98002

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Professional Summary

I am a highly energetic, dependable, organized and motivated individual. A result-oriented individual with strong attention to detail in all tasks I complete, fast learner. A team player or able to work independently, incredibly resourceful and quick to device an effective plan of action. With a great deal of experience in both customer service skills and dealing with the public. Ability to adapt quickly in new environments. I always keep a positive attitude no matter the situation. Able to get along with anyone. Highly Proficient in Microsoft word, excel, PowerPoint, Quick Books. Bilingual in Spanish.

Authorized to work in the US for any employer

Work Experience

Supervisor

Usps-Tukwila, WA

June 2019 to Present

Overseeing parcels and letters. Attendance control. Safety talks. administrative work etc.

Education

High school diploma or GED in Medical Assisting

Miami Dade College - Homestead, FL

Skills

- Computer Skills (10+ years)
- QuickBooks (2 years)
- Spanish (4 years)
- Time Management (3 years)
- Customer Relationship Management (2 years)
- Salesforce (2 years)

Languages

- Spanish - Fluent
- English - Fluent