**Lizet Martinez**

Marina, California, 93933, United States

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**EDUCATION:**

**California State University Monterey Bay Seaside California United States**

*Japanese Language and Culture, May 2017*

**PROFESSIONAL EXPERIENCE:**

**McGILLOWAY RAY BROWN & KAUFMAN Accounting:**

**Administrative Assistant**

Monterey, California **February 2017 – April 2017** (Temporary)

* Meticulously enter data over multiple software programs
* Create, schedule, & reschedule appointments with clients
* Muti-office phone operation
* Prepare official documentation customized to the requestors specifications
* Address client complaints and ease any and all concerns in an active and judicious manner

**ALUMNI & VISITOR CENTER:**

**Front desk Receptionist**

Seaside, California **March 2013- January 2017**

* Assist with various aspects of Alumni events and community relations
* Front desk reception and general clerical duties
* Multitask effectively and complete all tasks within a timely manner
* Public speaking and promotional tabling
* Alumni merchandise sales

**ROSS STORES INC:**

**Sales Associate**

Sand City, California **July 2016 – December 2016** (Seasonal)

* Quickly assist customers at checkout
* Manage departments, keeping them neat and organized
* Provide friendly service and answer customer questions
* Communicate efficiently with staff members to ensure a smooth transition of information

**ADDITIONAL SKILLS:**

* Good communication skills, both written and verbal
* Has experience dealing with a wide array of customers and clients
* Eager to learn, learns quickly
* Dependable and Punctual
* Proficient in Microsoft Word, Excel, all Google Office Apps, and Outlook
* Can adapt to new situations and programs well
* Patient but works well in high paced environments

**PROFESSIONAL REFERENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Jane Fortner** |  | **Diane Rubbo** |  |
| Title: Alumni relations & Annual Giving Specialist | Relation: Supervisor | Title:  Administrator | Relation: Supervisor |
| Email: jfortner@csumb.edu | Time Known:  3 & 1/2 Years | Email:  dianer@mcgilloway-ray.com | Time Known:  3 months |