

CELIA GONZALES

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Summary, to utilize my education and vast experience to assist a company in meeting its goals and expectations in order to grow and flourish in today's market.

EXPERIENCE

September 2022 - Present

LICENSED CAREGIVER

Assist with meal prep, medication administration, transportation needs to grocery shop and doctors visits. Assist around the residence. Assist with phone and technology uses when needed. Assist with bathing (women only). Companion.

DECEMBER 2019 – SEPTEMBER 2022

ADMINISTRATIVE SECRETARY I, CTCE DIVISION, CITRUS COMMUNITY COLLEGE

Support the Dean of the Career, Technical and Community Education Division. Ensure that purchasing and budgets for 13 departments are completed on time and within the forecasted amounts. Ensure that new hires for adjunct and faculty are completed and forwarded to human resources in time for board meetings. Facilitate advisory meetings and take minutes for various departments. Keep track of sick time and vacations in all departments under Career Technical and Continuing Education Division. Schedule courses in Banner for each semester including tracking of faculty hours using Argos Reporting. Marketing of Auto Department programs, including design of flyers, social media postings. Arrange Certificate Award Ceremony including catering, creating invitations, contacting students, scheduling the center for use. Arrange travel, transportation, meals, etc. and submit travel expenses for Dean.

SEPTEMBER 2019 – DECEMBER 2019

ADMINISTRATIVE ASSISTANT – INVERO STAFFING

Assist KECK Graduate Institute with their Office of Experiential Education. Enter student information such as rotations, changes to schedules, make changes to Preceptors and sites, send evaluations, Enter changes into E*Value, Complicit, and Clinician Nexus, run reports, scan documents, make copies, send reports to EEO team. Perform Pharmacist searches in DCA License Search, Communicate via email and in person with students about their rotations. Assist other departments as needed.

MAY 2019 – DECEMBER 2019

ADMINISTRATIVE ASSISTANT – ORANGE COUNTY DEPARTMENT OF EDUCATION

Sent to various schools in Orange County by the Department of Education to support any clerical needs of the schools we work at, including but not up to in-putting student schedules, enrolling in summer school/regular school, in-putting student demographic information. Utilize faxing, typing, data entry, etc.

MARCH 2019 – MAY 2019

EXECUTIVE ASSISTANT – SCHOLARSHIP PREP CHARTER SCHOOL

Supported three executive staff, take and transcribe Board Meeting Minutes, upload and organize Google Docs, update and submit for approval policies and procedures. Maintain confidentiality. Act as representative for Executive Staff on phone calls, emails, text with various representatives, superintendents, senators and other Board of Directors. Provide guidance and meetings for three office managers at various site. Facilitate meetings, order supplies. Speak with vendors about various projects and schedule meetings for executive staff to discuss. Scheduled interviews, screened candidates, screened resumes. Created database to store resumes received for future reference by position and date. Created job postings, recruited for open positions within the company, using job boards such as: EDD Website, Career Builder, Monster, Indeed, Zip Recruiter, and Glassdoor. Vetted resumes, setup assessments online for applicants, pre-screen via phone and email for executive staff. Review of resumes for educational and career backgrounds. Send out disqualification letters to applicants who did not meet needs. Archive resumes for 6 months to create a pool for later use.

DECEMBER 2007 – NOVEMBER 2018

FINANCIAL AID OFFICER – SAN JOAQUIN VALLEY COLLEGE

Supported 200 students online by phone, email and text, occasionally using Bomgar to assist students remotely. VA Certifications, Title IV funding including Cal-Grant, WIA and TAA. Customer service to a diverse population. Run daily/weekly reports and convert to Excel for staff updates.

JULY 2004 – NOVEMBER 2007

CAMPUS ADMINISTRATIVE ASSISTANT/HR LIAISON – SAN JOAQUIN VALLEY COLLEGE

Supported Campus President and Staff/Faculty daily, presented to employees for benefits and on-boarding, input time-sheet's, policy implementation, employee relations, recruiting and on-boarding, implementing human resource programs, set up for school orientations, holiday parties and other meetings. Interview and recruit for various positions. Post new positions in Career Builder, Indeed, Monster.com, Glass Door, USA Jobs, Employment Development Department, and Government Jobs. Support staff with leave of absence and worker's compensation. Scheduled interviews, screened candidates, screened resumes. Created database to store resumes received for future reference by position and date. Creation of our health newsletter, editor and marketing materials for staff/faculty.

EDUCATION

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| ASSOCIATE DEGREE, SAN JOAQUIN VALLEY COLLEGE Associate of Science Human Resources Administration |
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SKILLS

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| Data entry Team player MS Excel MS Word Administrative Assistant MS Office MS Outlook Scheduling Accounts Payable Human Resources Payroll Benefits Administration Workers' Compensation Interviewing Meeting Facilitation Google Docs Employee Orientation Human Resources Management 10 Key Data Entry Personal Assistant Experience Marketing 2 years Benefits administration | |
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| FMLA Travel planning Analysis skills Recruiting | |
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REFERENCES AVAILABLE UPON REQUEST