

CELIA GONZALES

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DEAR HIRING COMMITTEE,

Are you looking for an Administrative Assistant with a passion for her job? Then you've found her.

20 Years of Experience in my field

20 years of Customer Service in the Education Industry

Familiar with all the latest Office programs including Word, Excel, PowerPoint, Access and more!

If so, then you need look no further. You will see from my enclosed resume that I meet all of these qualifications and more.

I would very much like to discuss opportunities with your company. To schedule an interview, please call me at 909-418-8031. The best time to reach me is between 12:00 and 1:00 or Fridays anytime. If you can't reach me please leave a voicemail and I will return it as soon as I am able or you can text me.

Thank you for taking the time to review my resume. I look forward to speaking with you.

Celia M. Gonzales

Enclosure