

# CHARISSA UNTAL

## Office Assistant

### PERSONAL PROFILE

I am an Office Assistant experienced in working multi-project environments seeking a re-entry to the professional workplace.

### DETAILS

**Video Portfolio** shorturl.at/bcB14  
**Phone** 925.642.2669  
**Email** charissauntal@yahoo.com  
**Linked-in** linked-in.com/charissa-untal

### WORK SKILLS

Document Processing ● ● ● ● ●  
Alphanumeric Typing ● ● ● ● ●  
Microsoft Office ● ● ● ● ●  
Google Suite ● ● ● ● ●  
Photoshop ● ● ● ● ●

### PERSONAL SKILLS

Organizational ● ● ● ● ●  
Creativity ● ● ● ● ●  
Interpersonal/Team Player ● ● ● ● ●  
Strategy/Thinking ● ● ● ● ●

### LANGUAGE SKILLS

Unified English Braille (Braille) ● ● ● ● ●  
English ● ● ● ● ●  
Filipino/Tagalog ● ● ● ● ●

### ACADEMIC PROFILE

**Heald College**  
AAS in Business Administration, Class of 2011

**Liberty Adult Education**  
Administrative Assistant Certificate, Class of 2005

### MOST RECENT EMPLOYMENT

#### Clerk-Experienced Level

Contra Costa County HR Dept. | 2016- 2017

- handled scheduling of exams, room set-up and registration of all examinees
- published job announcements and computed examinee scores
- coordinated interviews, meetings, events and other appointments

#### HR File Clerk

Robert Half (formerly OfficeTeam) | 2013- 2015

- organized, scanned and filed physical employee records
- entered new employee records in the database
- updated existing employee records

#### Invoice Clerk

Czar Network Services | 2012- 2013

- typed and edited quotations for submission to company representatives
- reviewed quotations and purchase orders for completeness
- provided timely and accurate status updates to supervisors and clients

#### Publication Coordinator

RSVP Foreclosures | 2011- 2012

- entered data from client orders while maintaining a 99% accuracy
- proofread material for spelling, grammar and punctuation

#### Production Clerk

Mann Bracken, LLP | 2010- 2011

- provided clerical support duties to legal assistants and their attorneys
- responsible for scanning and electronically filing documents into the firm's database