

# David Olea

## Office Assistant

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Office Assistant with 3 years of experience in maintaining high standards of cleanliness and organization, adept in ensuring operational efficiency in educational settings. Proficient in HTML5, CSS, Microsoft Office Suite, and bilingual in English and Spanish, enhancing communication across diverse groups. Committed to leveraging organizational skills and technical proficiency to support office operations and contribute to team success.

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## EMPLOYMENT HISTORY

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### Janitorial Worker

C.C.S. Facility Services, Phoenix, AZ — Dec 2021 – Present

- Maintaining cleanliness across school premises
- Ensuring daily disinfection of classrooms
- Vacuuming classrooms and offices regularly
- Managing waste disposal from classrooms and school grounds
- Maintaining hygiene standards in all bathrooms
- Sanitize 15+ classrooms and offices daily, ensuring safe, clean environments.

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## EDUCATION

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### College Degree in Computer Science

California State University-Northridge, Northridge, CA — Aug 2020 – Jun 2021

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## SKILLS

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Spanish <i>Expert</i>	Organizational Skills
Math	Translation
Writing Skills	Basic Math
Typing	Computer Skills
Microsoft Word	Computer Literacy
Microsoft Powerpoint	Microsoft Outlook
Time Management	JavaScript
GitHub	CSS
Bootstrap	HTML5
React	Git
Windows	Communication skills
Mechanical knowledge	

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## LINKS

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[Personal Portfolio](#)

[GitHub](#)