

GONZALO LOPEZ

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SUMMARY

I am a highly energetic, multi-skilled, detail oriented and empathetic individual with a positive outlook. I'm currently seeking an Administrative Assistant position within the tech industry. I am a strong-willed and visionary professional that enjoys following a plan, a team and a mission that I believe in. I possess excellent interpersonal skills, pride myself in my cultural competency skills, and have a great capacity to lead.

SKILLS

- Bilingual (English and Spanish)
- Interpersonal Communication and Cultural Competency
- Working knowledge of Microsoft Word, Google Docs, and Pages

EDUCATION

- High school degree | San Francisco, Ca | Honor Roll

PROFESSIONAL EXPERIENCE

Lopez painting company (Family Business) | San Francisco Bay Area, Ca. 2012-2020

Office Admin

Part Time

- I managed company emails, personalized contracts, kept track of office supplies, printing contracts and managed agendas/travel arrangements/appointments for the upper management. My responsibilities also included communicating between clients and upper management, answering phone calls and text messages.

NextGen Youth Training | San Francisco, Ca.

2019-2020

Participant/Group Leader

- Completed a professional development program for youth, obtaining hands-on experience with projects while working alongside skilled professionals; earned a Career Development Certificate
- Developed professional values and skills in leadership, teamwork and innovation while preparing to enter the workforce

Excelsior Library | San Francisco, Ca.

2011

Administrative Assistant

- Handling office tasks, such as filing, logging data in, and reordering supplies.
- Efficiently followed the Dewey Decimal Classification system to organize books.

James Lick Middle School | San Francisco, Ca.

2011

Teachers Assistant

- Provided math tutoring for 6th graders, organized files, tests and homework
- Graded tests and school work following the teachers grading system

REFERENCES

- Available upon request