

# Angelica Esquivel

Professional individual that is self-disciplined, well organized, and versed in many areas of business including: administrative duties, data entry, payroll, HR, scheduling, and customer service. Currently seeking a remote career position where I can grow with a company.

## EXPERIENCE

### **Freedom Forever**, Remote — *Retention Administrator*

January 2022-July 2023

- Download data from CRM or ERP, organize it and prepare it for Retention Specialist (RS).
- Manage the CRM and ERP systems after initial sale and throughout the install process.
- Verify that the projects meet all operational and financial standards to install.
- Assist the collections and legal team to ensure payments are being received.

### **Tanknology**, Temecula — *Office Manager/ Operations Manager*

January 2021-January 2022

- Serve as the supervision for personnel whose duties included: maintenance, petty cash, reconciling accounts, mailing, supplies, equipment, invoicing, scheduling, safety and HR compliance.
- Assured the necessary agencies were notified and sent over 72hrs when needed.
- Managed relationship with vendors and service providers ensuring that all items are invoiced and paid on time.
- Responsible for coordinating DOT physicals, random/annual D&A testing, and onboarding processes.
- Assured that technicians certifications were up to date as well as fleet information.

### **Carsyn Neille Foundation**, Temecula — *Administrative Assistant*

September 2020 (Remote Volunteer)

- Performed general bookkeeping duties including posting information to accounting software QuickBooks Online and regularly reconciling accounts.
- Provide supervision, oversight, and accountability for complex projects.
- Coordinating a busy calendar to ensure all events are successfully executed.
- Maintained confidentiality while dealing with sensitive proprietary information in a discrete and professional manner.

### **Vista Environmental Consulting**, Anaheim — *Office Administrator*

November 2018 - September 2020

- Demonstrated flexibility and superb work ethic in enthusiastically taking on special projects in addition to primary office administration duties.
- Provided Project Managers with technical and project support.
- Perform filing, reception, data entry and management, mailing, and assist with all other administrative duties.
- Manually entered employees' hours in Workflow for Payroll and Billing.
- Assisted the HR department with onboarding and necessary paperwork to be completed by new hires.
- Assisted marketing with RFP's, RFQ's, and other marketing activities involving higher education, government agencies, and other commercial businesses.

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## SKILLS

Quickbooks Online

Citrix Software

MS Office, Google Suite,

Workflow Max

Quickbooks

ADP

Aurora

Sunrun

Mosaic

## Certificates

MS Office

Business English

Child Development Assistant

Blueprint Reading

## Education

**Santa Ana College**, Santa Ana —  
*Associates in Business  
Administration*

January 2019- December 2021

**Santa Ana College**, Santa Ana —  
*Management, Management  
Leadership, HR, and Supervision  
Certifications*

December 2021- April 2023

**Fullerton College**, Fullerton

August 2018 - May 2019

Dean's List

**Esperanza High School**, Anaheim  
— *H.S. Diploma*

August 2017 - June 2018

Honor Roll each semester

