

Shelley Gonzales
105 NE 61st Ave

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Portland, Oregon

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PROFESSIONAL OBJECTIVE

To be part of a team that will allow me use my varied skills and provide me opportunities to learn and grow professionally.

Skills

- Able to learn quickly and efficiently
- High level user of industry standard proprietary and open source tools
- Dedicated to bringing the highest level of customer service to clients as well as coworkers
- Adept at focusing attention on a variety of tasks at once
- Avid user of Apple and mobile technologies
- Strong ability to connect and relate to a variety of personalities

PROFESSIONAL EXPERIENCE HIGHLIGHTS

2009-2010 Slate Technologies **Office Manager/Marketing Associate**

- Managed office expenditures; responsible for processing and paying accounts due
- Organized and developed filing system
- Managed social media sites such as Twitter and Facebook
- Attend networking events to foster good business relationships and potential clients
- Assisted in marketing campaigns and strategies
- Contributed to brainstorming sessions on iPhone application development

2006-2009 Ferguson Enterprises **APC Senior Associate**

- Provided high level of customer service
- Built strong relationships with customers
- Anticipated customer needs before they arose
- Helped improve team building by organizing events and getting people excited about them

2000-2006 Galt Foundation

Administrative Assistant (Various departments: Employment Department-Intergovernmental Affairs; TriMet-Marketing; Department of Human Services-Information Services)

- Managed information needed from staff to ensure projects were finished in a timely and professional manner
- Assisted various projects with layout, organization and compilation in a professional and easy to comprehend manner
- Followed up on house and senate bills with short deadlines
- Provided high levels of administrative support to various directors and personnel by organizing calendars, coordinating interviews and other various projects

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- Supported confidential areas of finance, record management and document production
- Managed purchase orders, verified time sheets and fielded phone calls
- Coordinated on and offsite meetings with catering and other services as needed
- Researched and made in and out of state travel arrangements for colleagues
- Created training manuals through interviews and researching job descriptions
- Set up new employees with all computer access, phone, HR paperwork, as well as packets of info about the department and the local amenities
- Transcribed meeting minutes and written documents in a timely and confidential manner
- Main point of contact for visitors coming in and out of departments
- Ordered all supplies for office by watching usage history and through special orders

Education

Chemeketa Community College - General Studies, Photo Journalism

Portland Community College - Business Administration, Management and Supervisory

Sofresh Social Media Conference - Branding within Social Media,

Social Media Club - Three Tools To Monitor & Measure Social Media