Sandra E. Rivera

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(413) 949-2005

**Objective:** Seeking a part-time job in the clerical-administrative field

**Skills Summary:**

* Bilingual-Spanish-English speaking
* MS Word
* 32 WPM typing speed
* Data entry, Basic Excel
* Accurate filing
* Multi-line phone experience

**Professional Experience:**

New England Business Associates Springfield, MA 2010-2011

*Administrative Assistant*

Responded to direct administrative needs of the HR Director filed and maintained confidential personnel files, and supported administrative functions for organization.

The Gandara Mental Health Center Springfield, MA 2006-2007

*Medical Translator*

Provided English/Spanish translation for mental health provider and patients, provided assistance in the Medical Record Department and provided clerical duties and organization of charts.

TD Banknorth Springfield, MA 2006-2007

*Intern*

Worked independently to prepare for new staff and manage files for new staff.

**Education:**

Massachusetts Career Development Institute Springfield, MA 2006

Degree in Office Systems Technology GPA: 3.4

High School Of Commerce Springfield, MA 1990

Concentration: Business, Bilingual