**Jocelyn Gonzalez**

Phone: 860-881-6603

[Jocelyngonzalez1121@live.com](mailto:Jocelyngonzalez1121@live.com)

10 Pawtucket Street

Hartford, CT 06114

**Objective**

My objective is to apply my skills to contribute to the success of my employer’s organization.

**Work Experience**

*February 2011 – September 2011*

Position: Administrative Assistant

Company: Simplicity Services

Description: Handled all office duties, made appointments, created needed paperwork and payroll.

*March 2011 – June 2011*

Position: Customer Service Representative

Company: Ebay Inc.

Description: Handled incoming calls and resolved issues.

*September 2008 – June 2011*

Position: Crew Member

Company: Trader Joes

Description: Customer Service, handled money transactions, unloading and loading of pallets, stocking shelves, rotating products, register duties and order writing.

*August 2007 – July 2008*

Position: Cashier

Company: Whole Foods Market

Description: Customer Service, handled money transactions, cleaned and maintained area.

**Education**

Penn Foster College

Degree: Business Administration (In progress)

**Volunteer Work**

House of Restoration – Administrative Assistant Internship

**References**

Amy Korchak, Store Manager 860-801-1226

Glendaly Rodriguez, Foster Families Trainer 860-371-9905

**Languages**

Spanish, English

**Skills**

Microsoft Word, Excel, and Outlook