

# Adelita Cordero

## Executive

Los Angeles, CA - Email me on Indeed: [indeed.com/r/Adelita-Cordero/737bba71feefc45a](https://www.indeed.com/r/Adelita-Cordero/737bba71feefc45a)

To secure a challenging and responsible position that will allow me to utilize my caregiver experience and supervisory skills.

### WORK EXPERIENCE

#### School Bus Driver

Durham School Services - Carson, CA -

September 2017 to Present

Bus Driver

#### Executive

COR -

January 2009 to January 2013

Assistant/Office Manager

- Handled Responsibilities of providing courteous service to the public.
- Received and distributed mail among ministers, committees and staff.
- Maintained record of general church correspondence and pastoral staff.
- Answer phone calls and took messages for pastors and staff.
- Schedule meetings and arranged appointments.
- Managed and maintained up keep of bills and emergency housing property.
- Assisted in drafting and typing letter, reports and records. (ex. grant writing)
- Responsible for opening, sorting, preparation and distribution of all meals.
- Assisted pastor with special needs and projects as required. (ex. Feed the Children)

### EDUCATION

#### Diploma

Woodrow Wilson High School - Long Beach, CA

August 2001 to June 2005

### COMMERCIAL DRIVER'S LICENSE (CDL)

#### Class B

Expires: October 2021

State: CA

Endorsements: P (Passenger vehicles) - S (School bus))