

## Gilbert Villafania

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| <b>Objective</b>       | To obtain a position that allows me to develop and utilize my leadership, administrative, and web development skills.   |
| <b>Skills</b>          | <ul style="list-style-type: none"><li>□ Proficient in Microsoft Word, Excel, PowerPoint, Outlook, Adobe Reader, Iprocurement orders, Salesforce, Oracle Primavera Unifier, SharePoint, JavaScript.</li><li>□ Able to coordinate and delegate projects among staff members to meet deadlines.</li><li>□ Able to prepare concise and meaningful reports including attendance records and quality assurance documents.</li><li>□ Attentive to directions and instructions and follows through appropriately.</li><li>□ Over 10 years experience in an Admin Coordinator/Leadership position.</li><li>□ Displays approachability and courtesy with all levels of employees at all times.</li><li>□ Professional and proficient in verbal and written communication.</li><li>□ Works well in a team and an individual environment.</li></ul>   |
| <b>Work Experience</b> | <p><b>Administrative Services Coordinator</b>, Qualcomm Inc, San Diego, CA, <i>July 2009 – Current</i><br/>(40 hours/week)</p> <ul style="list-style-type: none"><li>• Manages Admin Team of 19-21 people, making sure individuals maintain their job duties each work day.</li><li>• Records daily call in times by team members, maintains scheduling and coverage plans to include tracking attendance and updating required reports daily.</li><li>• Effectively oversees control of team's supply inventory. Verifies orders are placed on time and are accurate; approves orders on time. Verifies that storage areas are organized; verifies inventory on hand is within guidelines.</li><li>• Appropriately escalates issues to upper-management as necessary.</li><li>• Participates in interview process as required.</li><li>• Preserves correspondence with department vendors.</li><li>• For the past 10 years, prepared and managed a separate team consisting of clerks and vendors to ensure the success of the Admin portion of new building bring-ups and building closures.</li></ul> <p><b>Administrative Services Clerk III</b>, Qualcomm Inc, San Diego, CA, <i>June 2004 – July 2009</i><br/>(40 hours/week)</p> <ul style="list-style-type: none"><li>• Managed office supply inventory by monitoring usage levels and ordering materials to help the needs and demands of multiple departments and individuals.</li><li>• Communicated clearly, both orally and in writing and provided excellent customer service in person-to-person situations.</li><li>• Maintained and stocked conference rooms and break rooms.</li><li>• Served as substitute coverage for absent clerks or receptionists.</li><li>• Sorted and delivered incoming/outgoing mail.</li></ul> |
| <b>Education</b>       | <b>Bachelor of Arts in English, 3.2 GPA</b> , San Diego State University, <i>Summer 2003</i>  |
| <b>References</b>      | Available upon request.   |