**Kasandra Cortinas**

902 Aldwina Lane

Manteca, Ca. 95336

209-483-3513

**Skills**

Scheduling, Accounts payable, Accounts receivable, Customer service, familiar with all office equipment; Fax, copier, scanner, printer, laminator, Microsoft Word, Excel, QuickBooks, and Internet explorer.

I have great interpersonal and organization skills; I work well independently and in a team environment. I can work in a fast past environment and Multitasking.

**Work Experience**

**Immaculate Janitorial** 6/2006 - Present

Manteca CA

* Managed the company schedule, set up cleaning and floor care appointments.
* Handled all A/R and A/P
* Entered timecards for payroll.
* Answered phones and met with customers.

**Flanders Heat and Air**

555 Peters Ave, Pleasanton, CA 94566 11/2015 – Present

* Accounts receivable/Payroll.
* Schedule Appointments for customers.
* Schedule Appointments for technicians
* Receptionist/Administrative Assistant

**Starbucks**

Manteca CA 02/2014 – 09/2015

* Barista.
* Preparing drinks & food orders.
* Customer service.

**Bass Pro Shop**

Manteca CA 11/2012 – 12/2014

* Event Planner
* Provided outstanding customer service.

**Chilies Bar and Grill**

Manteca CA 8/2012 – 11/2013

* Hostess
* Cashier

**Education**

**MJC Modesto, Ca.**

* Interned as an Athletic Trainer 02/14 – 11/14
* Major in Business Sports Medicine
* A.A, Business Operations/Teaching 2010 – Present
* First Aid, CPR and AED Certification