

# MICHELLE HUICOCHEA

michellehuicochea@gmail.com | (714) 944-1560 | ~~El Cajon, CA 92020~~

## PROFESSIONAL SUMMARY

Reliable and enthusiastic Administrative Assistant offering 15 years of experience in efficient front desk management. Offering keen attention to detail and strong decision making skills to manage multiple concurrent tasks. Self-motivated work ethic with ability to perform effectively in independent or team environments.

## SKILLS

- Customer service-oriented
- Data entry
- 60 WPM typing speed
- Recordkeeping
- Travel coordination
- Professional phone etiquette
- Inventorying
- Payroll and budgeting
- Invoice processing
- Records management

## WORK HISTORY

**Administrative Assistant** / Coca-Cola - Anaheim, CA / 11.2005 - 07.2018

- Managed weekly payroll processing for 60 employees
- Reviewed personnel records to determine names, rates of pay, occupations of new hires and changes in wage rates
- Worked with executives to create annual budget and tracked actual expenses against projected expenses
- Applied proper codes to invoices, files and receipts to keep records organized and easily searchable
- Generated accounts payable reports for management review to aid in financial and business decision making
- Assist vendors with payment resolution, reconciled expense reports, generated and reviewed open purchase order reports
- Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels
- Welcomed office visitors warmly and alerted staff to arrivals of scheduled appointments
- Performed general office duties, including answering multi-line phones, routing telephone calls or messages to appropriate staff and greeting visitors
- Prepared packages for shipment, pickup and courier services for prompt delivery to customers
- Interacted with vendors, contractors and professional services personnel to receive orders, direct activities and communicate instructions
- Planned and organized all holiday events, luncheons and other facility parties

## EDUCATION

Loara High School - Anaheim, CA / 06.1994

**High School Diploma:** General