Juanita

Rivera

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# Skills Summary

Certificate in Professional Communications

Bilingual- Speak and write fluent English and Spanish.

Great at time managing.

Adaptability and team worker.

# Education

Student

## Degree / Date of Graduation

Majoring in Radiation Technology at Weatherford College.

# Experience

## Name of Employer

### Assistant at Advance Tax/ 11-20-2018 to current.

Part of my duties as an assistant were to answer calls and redirect them. Organize mail, clear and adjust boss schedule. Also, greet customers and meet their needs.

Assistant at Horses Transport/ 07-16-2016 to 06-25-2017

This job required me to answer calls and redirect them to the right extension. I was in charge of sending out emails and paychecks. Also, at times, I was in charge of trucking invoices and keeping track of company expenses.

# Awards and Acknowledgements

In High School I was the event organizer for Spanish club and Treasury of P.A.W.S club. I was also a A honor roll and once and A-B honor roll student. I was giving the student of the year award by my physics teacher my junior year of High School.