

Joyce Hernandez
joyce.efh@gmail.com
Cell. Phone (714) 383-3860

Over seven years of organizational skills that have facilitated quick access to documents and client information in digital formats along with proficient knowledge and understanding of common programs and technology which has helped in rapid completion of tasks, resolving technical interruptions, as well as avoiding and reducing workplace delays.

Skills

- Excellent written and verbal communication.
 - Over 10 years of combined experience with Microsoft Suite's Word, Excel, Outlook, and PowerPoint.
 - Quickbooks bill entry and printing checks for vendors.
 - Proficient use of Google programs on desktop and mobile: Gmail, Docs, Drive.
 - Over 5 years of experience with daily use of Team Design.
 - 10 years of experience using Open Office Writer.
 - Introductory knowledge of Visual Basic 2010 and 2012, GitBash, S.A.P., Oracle Database (SQL).
 - Fluent in Spanish, verbal and written.
-

Experience

Elite Construction and Manufacturing * May 2020-June 2020

Administrative Assistant

- AP Entry in Quickbooks
- Introductory use of Slack and Todoist Applications

Yakult USA Inc. * October 2019-April 2020

Sales Administrative Assistant

- Created daily sales reports, weekly production estimates, and monthly sales history analysis for sales in all states.
- Utilized Excel V-Lookup to reorganize client sales data by date and store type as well as to track internal salespersons' weekly activity.
- Developed quick use of multiple client online interfaces to extract data for reports on daily, weekly, and monthly bases.
- Improved existing reports to be concise and conducive to quickly finding necessary data.
- Improved existing instructional guides for creating reports and created new instructional guides as needed.
- Rapid keyboard use noted in three-month and six-month reviews for effect on rapidly completing tasks.

BBI Beau Bureaux Interiors * May 2011-September 2019

Managerial Assistant

- Converted meeting notes into formal proposals, processed edits and project changes.
 - Created client invoices throughout each project's payment cycle.
 - Created, sent, tracked, and updated statuses for purchase orders in vendor accounts.
 - Scanned and filed client and general documents for archiving to reduce paper storage.
 - Processed payments in Team Design for vendor invoices by printing and mailing checks.
 - Entered all payable bills into corresponding Quickbooks account and printed checks per each account's schedule.
 - Managed Pitney Bowes postage meter account within the meter and through a desktop application.
 - Received warehouse deliveries, ensured accuracy to order, and stored in warehouse.
 - Managed company trucks by keeping a maintenance schedule, status of D.M.V. & D.O.T. registrations, and ownership status.
 - Processed online remote bank deposits for incoming payments.
 - Executed minor internal network troubleshooting for six users
-

Education

California State University of Long Beach
Bachelor of Science Business Management - Information Systems

*References provided upon request.