

**Maricela Guzman**  
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**OBJECTIVE:** To obtain a position where I may apply my clerical experience and expand my knowledge in the Business Administration field.

**SPECIAL SKILLS AND ABILITIES:**

**Software Applications**

Mac  
Windows 7, 8, 10  
Microsoft Excel  
Microsoft Word  
Microsoft Access  
Microsoft Power Point  
Microsoft Publisher  
Microsoft Outlook  
QuickBooks

**Office Skills**

Keyboarding 45WPM  
Operate Office Machine  
Filing Skills  
Multi-line Telephone  
Data Entry  
10-Key Entry

**Attributes**

Biliterate/ Bilingual  
Well organized  
Multi-task Oriented

**WORK EXPERIENCE:**

**February 2012-Feb 2016**

**AP-AR/Warranty Clerk**

**Salinas Valley Ford Lincoln**

**Salinas, CA**

Duties consisted Processing weekly payroll using ADP Workforce Now, Administer payroll and HR-related updates, changes and associate requests, Maintain and administer daily time and attendance for all associates, Generate HR and payroll reports on a weekly Monthly and annual basis, Administer company uniform program Complete administrative tasks such as filing, record-keeping, answering phones, etc. as needed ,Promote company benefits in entering warranty documentation in Era-egnite system, also submitting warranty claims into Ford Motor and after market warranty companies. Assisting service manager with meetings also shop repairs.

**April 2011-Aug2011**

**Administrative Assistant/Gallery Assistant**

**Sol Treasures**

**King City, CA**

Duties consisted on reception, greeting the public also referring to the appropriate staff members, answering the phone taking messages. Scheduling and coordinating meetings, events and other similar activities sending out and receiving mail and packages preparing business correspondence (often using word processing, spreadsheet) managing files, performing general office support, also assisting with are future gallery events receiving and unpacking artwork installing and uninstalling various art work. Set up tables and seating for the events.

**January 2009-Aug 2009**

**Office Assistant**

**Coldwell Banker Ledesma & Associates**

**Soledad, CA**

Performed Clerical work such as: assisting the broker with document related to final closings and BPO, filling all documents, answering all incoming calls, reception, and customer service.

**October 2006-January 2009**

**Receptionist /AP&AR/Payroll**

**Salinas Toyota Scion-Hyundai**

**Salinas, CA**

Perform customer service and a variety of general clerical duties related to filling, reception, receiving cash, checks and credit card payments from customers and recording the amount received on the repair orders and or counter tickets, Preparing DMV paper work for new inventory, Also stocking in new inventory in the system, giving cash refunds accurately to the customers for approved returned merchandise. Closing repair orders in ADP computer system; performing receptionist duties as requested, answering the phones and transferring to the correct line; also AP and AR, Mechanics payroll.

**July 2006-Oct 2006**

**Office Assistant I**

**Monterey County**

**Department of Social Service**

**King City, CA**

Performed a variety of general & specialized clerical duties related to filling, reception, form processing, record maintenance, mail, typing or data entry, obtained and compared information related to the department records, programs, and services; performed the initial application screening.

**April 2006-July 2006**

**Secretary**

**Soledad Auto Group**

**Soledad, CA**

Duties consisted of processing customer credit applications, verifying employment and credit status by analyzing credit reports, and I wrote letters of credit approval or denial, estimated value on cars using the Kelly Blue book and Tracker DMS, assisted with automobile loans to Santa Barbara Bank and trust and WFS.

**EDUCATION:**

**Heald College**

**Salinas , CA**

**January 2006**

Associate in Applied Science Degree in Criminal Justice with in emphasis in Business Administration

**Hartnell College**

**Salinas, CA**

**Dec 2016**

Associate in Applied Science in Business Administration to transfer .

**REFERENCES:** Available upon Request