

Dina Uribe



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Gonzales, CA



Linkedin.com/in/yourusername

EXPERTISE

Attention to Detail

Customer Relations

Word Processing & Database
Management

Filing & Data Archiving

Accounting

Improving Efficiency

Computer Operations

Business Systems

Problem Solving

EDUCATION

BACHELOR OF ARTS
Brandman University
Organizational Leadership
2011-2016

AA in Business Administration &
Computer Science
Heald College
1997-1999

PROFESSIONAL PROFILE

I have a background in assisting administration with my strong clerical and organization skills, also in creating strong relationships and excellent customer service skills. I frequently exceed my goals and expectations. I have experience in managing a wide array of relationships, including colleagues, vendors and students. I work well independently as well as in a team. I am a problem solver and creative as well as hard working and reliable.

EXPERIENCE

Administrative Assistant II

Hartnell College, Maintenance & Operations Department, Salinas, CA | 2018 – Present

- Monitor and verify department budget for accuracy, making the necessary budget expenditure transfers as needed.
- Tracking all expenses as well as entering in Mercury and or assigning correct blanket number.
- Tracking employees' absences insuring I have correct information for time keeping purposes.
- Creating all yearly blankets used throughout the year, simplifying purchases throughout the fiscal year.
- Assisting vendors and outside groups through proper protocol and locations they are assigned.
- Assign work orders to proper employee and insuring that it is taken care of in a timely manner, follow through and help when necessary.
- Support warehouse as needed.
- Order parts and supplies as needed through a variety of vendors for all department's needs.
- Set up and organize files and projects, coordinate and monitor special projects, assignments.
- Create Expenditure Transfers for gas charges compiled monthly by all departments.

Administrative Assistant II

Hartnell College, Business Services, Salinas, CA | 2015 – 2018

- Organized and Maintained calendars, in-service training and workshops, schedule meeting and provided meeting support.
- Provided accurate and helpful information about the departments and colleges policies.
- Prepared and distributed a variety of both paper and electronic documents including email, contracts, letters, meeting minutes, manuals, final reports and purchase requisitions.
- Maintained budget spreadsheet and database programs as necessary as well as worked on the midterm budget report preparation and final budget booklet for the college.
- Created and maintained accurate databases tracking NPA's, Request to Hire, Professional Expert's and anything else signed by our department.
- Provided support to VP's Executive Assistant.
- Monitored Business Office Budget throughout the fiscal year.
- Tracked employees for compliance with ACA requirements through Escape.
- Assisted HR in student worker entry as well as professional experts.
- Supported Payroll and entered new employees to Escape.
- Provided back up for mail room as needed.