

YVETTE RAMOS

OBJECTIVE

To bring my strong sense of dedication, motivation, and responsibility to your organization, and to utilize my qualifications to build a long-term career.

WORK OF EXPERIENCE

March 2016 - Present/Salinas Union High School District **Salinas, CA**
Senior Administrative Secretary I for Special Projects and Migrant Education Program

- Monthly statistics of program expenditures
- Quarterly budget revisions
- Create memos, flyers, and correspondence with Excel, Word, Publisher, and PowerPoint
- Processed payroll and distributed paychecks.
- Accounts payable experience – (purchase orders and payment processing)
- Organized major events such as meetings, trainings and conferences
- Maintain office scheduling and event calendars
- Arrange for conferences for staff to attend and track and account for all expenses for reimbursement, utilizing correct funding codes
- Process of acquiring MOUs
- Public speaking skills
- Processed paperwork for resignations, leaves of absence, contracts and funding changes.
- Maintain personnel records up to date.
- Bilingual- able to read, speak and write in Spanish.

November 2014 – March 2016/Salinas Union High School District **Salinas, CA**
Migrant Student Support Clerk at Alisal High School; Migrant Education Program

- Recorded keeping in accordance of reports
- Assisted students and parents with school
- Receptionist
- Bulk mail-outs
- Performed various administrative duties such as: operating phone systems, faxing, copying, printing, scanning, and mailing

March 2011 – November 2014/Cater Chiropractic **Salinas, CA**
Insurance Biller

- Billed insurances and patients
- Bookkeeping of business accounts
- Payroll for 8 staff members
- Assistant to office manager
- Maintained records for billing and auditing purposes
- Office translator
- Pre-authorizations and insurance verifications

EDUCATION

August 2017 – February 2019
University of Phoenix

*Bachelor of Science in Business
Management, concentration in
Human Resources.*

May 2015 – July 2017
University of Phoenix

- *Associate of Arts in
Accounting*
- *Certificate in
Bookkeeping*

June 2010- June 2012
Hartnell College
Salinas, CA

General Education

Summer 2005- June 2009
North Salinas High
Salinas, CA

High School Diploma

REFERENCES

Diana Camarena
Secretary
Fairview Middle School
831-675-3704

Christopher Cambern
Director of Migrant Education
Retired
831-206-8136

Ariana Cortez
Counselor
Everett Alvarez High School
831-905-0954