**Fulanita Vargas**

**(925) 560-1234 ●** [**Fulanita503@gmail.com**](mailto:Fulanita503@gmail.com) **● Livermore, CA**

**PROFESSIONAL SUMMARY**

**Administrative Assistant** with over 4 years of experience in the biomedical industry. Adept in all areas of office procedures and operations. Skilled at formulating innovative business solutions and interfacing with internal and external senior management.  Proven integrity and professionalism. Strengths include interpersonal communications and bookkeeping.

**HIGHLIGHTED SKILLS**

**▪** Scheduling meetings and travel ▪Multi-line phone etiquette ▪ Discretion and confidentiality

▪ Microsoft Word/ Excel/ Outlook ▪ Google Suite ▪ Alphanumeric Filing

▪ Invoices and Purchasing ▪ Bilingual (Spanish/English) ▪ Type 45+ words per minute

**PROFESSIONAL EXPERIENCE**

**Livermore Elementary Parent Association** 08/2020-present

Event Planning and Fundraising Coordinator

* Coordinate a team of 20 volunteers who organize 4 fundraisers per year
* Plan virtual talent show with 200+ guests
* Establish relationships with local businesses sponsoring virtual fundraisers

**Domestic Manager,** Livermore, CA 02/2015 – present

* Maintain family schedule of weekly activities using Google Calendar; make travel arrangements
* Plan and coordinate events with 30+ guests, including arranging food and entertainment
* Use Google Sheets to keep track of expenses and stay within budget
* Supervise children and provide a safe environment for their psychosocial development

**Biomexico,**Guadalajara, Mexico                    09/2010 - 12/2014

**Administrative Assistant**

* Kept detailed inventory of office equipment and supplies and purchased materials
* Created invoices and maintained meticulous financial records using MS Excel; caught an error that saved the company 15% in operational costs
* Drafted memos and other documents in accordance with company policies and procedures.
* Scheduled meetings, prepared agendas, and took detailed minutes.
* Maintained calendar and made domestic and international travel arrangements for 10 members of senior management.

**Biomexico,**Guadalajara, Mexico                    02/2008 - 09/2010

**Receptionist**

* Promptly answered 200+ calls per day using a multi-line phone system.
* Maintained positive relationships with internal and external customers

**EDUCATION**

**Associate of Science in Social Services,** Las Positas College, in progress, expected May 2022

**Bachelor of Science in Biology,** Universidad La Salle Guadalajara, Guadalajara, Mexico