

## Graciela Ramirez

### SKILLS & QUALIFICATIONS

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- 10+ years of Administrative experience including data processing, and sales
- Bilingual in Spanish and English
- 6+ years of data entry and order processing experience
- Proficient with Microsoft Suite including Word, Excel and QuickBooks, Adobe Creative Suite, AutoCad and Rhino.

### PROFESSIONAL EXPERIENCE

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#### **JL Development – Pomona, CA**

**November 2018 – December 2018**

#### ***Landscape Design Internship***

- Make design adjustments
- On the field design
- Plot down measurements
- Created packages of Home Owners guidelines for new designs

#### **Cal Poly Pomona – Pomona, CA**

**June 2018 – August 2018**

#### ***Registration Assistant for Orientation***

- Assist with school registration
- Group collaboration
- Temporary work

#### **DMCG INC. – Riverside, CA**

**May 2016 – December 2017**

#### **Human Resources/Administration**

- Responsible for scheduling shifts for over 200 employees within our northern and southern California offices
- Experienced in minor payroll tasks, such as inputting commission and bonuses
- Met daily goals, performed administrative and clerical duties within a high-volume corporation
- Recorded customer data and worked with accounts
- Customer account management within QuickBooks, Data entry for CEOs
- Administration for compliance lawyers, and paralegal administration and data entry

#### **Forever 21 – Riverside, CA**

**October 2012 – January 2016**

#### ***Stock Associate and Merchandiser***

- Handled quality control and inventory
- Customer Service
- Collected daily transactions
- Greeted all customers
- Cashier
- Merchandised daily fashion lines

### Education

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Cal Poly Pomona, Pomona, CA

**September 2017 – Present**

Mt. San Antonio College, Walnut, CA

**August 2009 – June 2017**

Riverside City College, Riverside, CA

**August 2005– June 2009**

Riverside Poly High School, Riverside, CA

**August 2001 – June 2005**