

Zayra Gonzales

██████████ Aurora, IL 60506 | ██████████ | ██████████

Objective

To obtain a position on the Aurora Hispanic Heritage Advisory Board. I would like to become an active member of our community, and truly feel that being part of this board would allow me to do that. I have volunteered and led the Parade of Nations for the past three years, and have also volunteered and worked the Roots Aurora events as well as working various events through my employer that serve our community. My Administrative Assistant and Capital Projects experiences have provided me with a wide array of knowledge that I know could be of great use and value to the board. I am a self-starting determined individual with extensive knowledge in customer service, communications, construction projects, and logistics.

Education

G.E. D. | 2013 | WAUBONSEE COMMUNITY COLLEGE

- General Education Diploma

Skills & Abilities

- Bilingual in English & Spanish, effective speaker and good communicator
- Easily trained across multiple high functioning roles
- Detail oriented individual
- Advanced organizational skills
- Good time management
- Exceptional customer service
- Accounts payable, billing & invoicing
- Experience with Capital projects, bids & documents
- Proficient with Word, Excel, Publisher, and Adobe DC
- Web and tech savvy
- Strong exposure to photography
- Social Media

Experience

OFFICE PROFESSIONAL 5+ | WEST AURORA SD 129 ADMIN. | OCTOBER 2015- CURRENT

- Assistant to the Director of the Community Affairs Department and the Capital Projects Manager.
- Provide assistance and support to the Projects & Logistics Manager.
- Assist with budget development, purchasing, accounting, records management, and forms management. Keep details on accounts for each project with up to date expenses, encumbrances, and reserves.
- Responsible for planning organization and control of all clerical work, including the preparation, coordination and storage of project-related data.

- Day to day office operations, including but not limited to: monitoring the schedules of the Community Affairs Director & the Capital Projects Manager, planning meetings, purchasing office supplies, maintaining a variety of logs and files.
- Prepare bid documents for construction projects (including but not limited to furniture, fixtures, and equipment). Prepare Board templates and back-up information for Board meetings, Bi-monthly Board Reports, Community Affairs Updates, and print Special Recognition Certificates.
- Issue purchase orders for both departments and reconcile PCards.
- Proofread and edit press releases for publication. Provide clear and concise verbal and written communication to parents and community members.
- Photo Processing – taking, editing and archiving event photos, creating files to share photos, preparing photos for publications, and securing permission to publish photos as well as publishing them onto our social media.
- Help plan and coordinate district events.

BUILDING SECRETARY- GREENMAN ELEMENTARY | WEST AURORA SD 129 | 2014-2015

- Provide secretarial & clerical assistance to the Principal and Vice Principal.
- Maintain student cumulative and attendance records, safeguard confidential information as specified.
- Keep administrators abreast of upcoming events, due dates and appointments.
- Handle communication as needed via phone, email, and mail. Also, provide monthly newsletters and maintain the school’s web page.
- Assist with student registration, help plan and attend all school events.

HEALTH TECH- GREENMAN ELEMENTARY | WEST AURORA SD 129 |2013-2014

- Provide first aid to students and staff.
- Distribute daily medication to students as prescribed by their physician.
- Keep accurate health records for all students.
- Provide communication to parents and staff in regards to student health.
- Assist the school’s registered nurse with any task as needed.

References

Nancy Cecil

West Aurora SD 129- Nicholson Elementary



Anna Ishmael

City of Aurora- Fire Inspector



Leticia Bedoya

HR Manager- Fox Valley Special Recreation Association, Aurora, IL

