**Edgar Mendoza**

600 San Juan Grade RD, Salinas, CA 93906 │ esalmendoza@gmail.com │ 831-585-2261

**Education**

B.A. Spanish Culture and Literature Expected Graduation Spring 2016

Cal State Monterey Bay, Seaside, CA

**Skills**

* Bookkeeping and accounting experience
* Fluent in Spanish and able to speak conversational German
* DDI Customer Service Training
* US Department of Homeland Security Active Shooter Preparedness Workshop
* Strong knowledge of computer programs: MS Office, Adobe Acrobat, Google Calendar, Kronos, MediTech

**Employment Experience**

**Office Assistant II**, Natividad Medical Center, Salinas, CA 6/2014-Present

* Maintain purchasing records for a department with a budget of more than $500,000
* Review and adjust timecards for over 60 employees
* Interact with and interview patients to improve quality of care
* Train and prepare more than 60 employees for state and organizational evaluations
* Generate and distribute department-wide informational material

**Student Assistant II**, Madera Community College Library, Madera, CA 8/2011-5/2013

* Updated records and helped implement a more efficient method of bookkeeping
* Aided students who used the circulation desk and answered reference questions
* Updated and maintained the fine and printer ledgers
* Proctored exams
* Assisted in the training of new employees