

SOPHIA CECILIO

PROFESSIONAL SUMMARY

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

SKILLS

- Social Media Knowledge
- QuickBooks Expertise
- Outgoing Mail Preparation
- Filing
- Basic Bookkeeping
- Payment Processing

WORK HISTORY

OFFICE ASSISTANT 09/2022 to 08/2023

Monterey Fire Extinguisher, Inc, Monterey, CA

- Managed invoices, payments and deposits, maintaining accurate expenditure records.
- Generated invoices upon receipt of billing information and tracked collection progress.
- Completed clerical tasks such as filing, copying, and distributing mail.
- Maintained and updated office records, both digital and physical.
- Managed daily data entry and kept clerical information accurate and up-to-date.

PRODUCTION WORKER 06/2019 to 08/2019

Lula's Chocolates, Monterey, CA

- Assembled variety of gift boxes
- Prepared chocolates for packaging
- Inspected final products to assess compliance with quality standards and established tolerances.

EDUCATION

Dental Genius Assisting School, Liberty Hill

Obtaining RDA, Expected in 12/2023

Notre Dame High School, Salinas, CA

High School Diploma