



# Ramon S. Vasquez

4250 Coldwater Canyon Ave #307, Studio City, CA 91604 ~ Cell Phone: (619) 742-3825 ~ ramon@rsvjr.com

## HYUNDAI TRANSLEAD

2003-2004

SAN DIEGO, CA

### Administrator (2003-2004)

#### Responsibilities Included:

- Administrative work for Corporate Office.
- Managed office supply accounts, including STAPLES, Office Depot, etc.
- Managed telephone accounts, including Verizon, AT&T.
- Managed offsite storage filing (Cor-O-Van).
- Processed Purchase Orders.
- Ordered and managed business cards and customer gift stock items.
- Monitored and managed service on company cars.
- Assisted CEO as needed.

## PETCO ANIMAL SUPPLIES, INC.

2001-2003

SAN DIEGO, CA

### Senior File Clerk (2001-2003)

#### Responsibilities Included:

- Supervised staff of 3 employees. Responsible for the training of any temp and promoted staff.
- Assisted HR Department with Data Entry.
- Managed and Processed Subpoena Orders for Director of HR.
- Completed Phone Verifications of Employment.
- Maintained and managed all company personnel files, including offsite storage filing (Cor-O-van).

## Education

### SAN DIEGO CITY COLLEGE

2000-2006

SAN DIEGO, CA

- Certificate in Radio, Television & Film (Emphasis on Film).
- General Education Courses

### HOOVER HIGH SCHOOL

1996-1999

SAN DIEGO, CA

- General Education Courses
- Graduated 1999 – Received High School Diploma

## Profile

- I am a fast learner and a quick thinker.
- I have excellent multitasking skills and am quick to complete duties, but I am still thorough.
- I am a creative person who can solve problems, think outside the box and come up with solutions.
- I will take charge of a situation, but I am not afraid to ask questions.

## Skills

### Computer Software

- Microsoft Office (Word, Excel, Outlook, etc.)
- Final Cut Pro and Adobe Premiere
- Adobe Photoshop (Intermediate)
- Adobe After Effects (Basic Knowledge)
- Xytech Enterprise
- Can provide Additional Software information.

### Office Expertise

- Proper Phone Protocol
- Internet Protocol & Usage
- Basic Office machines, i.e.: Copier, Fax, Scanner

### Languages

- Bilingual (English/Spanish)

## References

Professional, Character and Personal References are Available Upon Request.