



ANDREA HENRIQUEZ

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OBJECTIVE

To utilize my knowledge, training, skills and experience in a dynamic and challenging environment where administrative, customer service, organizational and leadership skills are essential.

SKILLS

- Knowledge of MS Office
- Quick learner
- Trustworthy
- Excellent team worker
- Organized
- Fluent in English and Spanish

EXPERIENCE

Hospital de la Piel S.A de C.V

Inventory Clerk | July 2017- December 2017

- Stocking and distributing medical supplies and equipment
- Counting materials, supplies in stock and reporting discrepancies between physical counts and computer records
- Maintaining and updating records
- Implemented efficient ways to track inventory and prevent losses
- Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.

EDUCATION

Bachelor of Tourism Management **January 2018- present**

Thompson Rivers University, Kamloops, Canada

Josue Christian School, El Salvador

2016

Earned an American and Salvadoran high school diploma simultaneously, taking classes in both English and Spanish at a prestigious school

TRAINING

- Serving It Right Certificate

VOLUNTEER EXPERIENCE

Daycare Assistant

November 2016- December 2017

Jerusalem Church, El Salvador

- » Supervise and monitor the safety of children in their care
- » Prepare meals and organize mealtimes and snacks for children
- » Help supervisors keep records
- » Maintain and clean daycare equipment
- » Helping them develop skills and learning abilities in a fun and efficient way

References

Available upon request