

# Rachele Gonzales

Portland, OR ■ 503-928-4212 ■ Shelley@fullofwin.us

Administrative professional eager to leverage years of experience to secure an office administration position. Highly organized, efficient and skilled in a variety of office support tasks, including:

- Office Organization & Administration
- Records & Database Management
- General Bookkeeping (A/P & A/R)
- Telephone & Front Office Reception
- Spreadsheets & Reports
- Scheduling & Calendaring
- Meeting & Event Planning
- Filing & Data Entry (55 WPM)

## Experience

Portland State University, Survey Research Lab — Portland, OR

Telephone Interviewer, 2012

- Conduct telephone surveys for governmental and academic research projects.
- Work with diverse public to obtain survey results.
- Data Entry.
- Collecting survey mailings, tracking both electronically and manually.
- Cleaning data.
- Preparing surveys to be mailed by collecting proper documentation and letters.
- Work as a member of a team, as well as independently, with little to no supervision.
- Human Test Subject Certification.

Slate Technologies — Portland, OR

Office Manager / Marketing Associate, 2009 to 2011

- Managed office expenditures; Responsible for accounts payable and receivables.
- Developed and maintained filing system, HR procedures, and payroll processes.
- Event management and organization.
- Provided project/team leadership.
- Managed social media sites; Attended networking events to foster business relationships and acquire clients. Assisted in marketing campaigns and strategies.
- Contributed to iPhone application development.

Ferguson Enterprises — Portland, OR

Accounts Payable Senior Associate, 2006 to 2009

- Reconciled Accounts Payable invoices using a proprietary database, Excel spreadsheets, and scanned documents.
- Provided customer service, maintaining high level of standards to ensure all issues were resolved within 48 hours or less; built strong customer relationships, and anticipated the needs of customers.
- Contributed to acquiring and facilitating team building exercises. Participated actively in improving team development.
- Administered sustainability campaigns to encourage alternate forms of transportation and office paper recycling program.

Galt Foundation — Portland, & Salem, OR

Administrative Assistant, 2000 to 2006

- Multiple departments including Employment Department-Intergovernmental Affairs; TriMet-Marketing, and the Department of Human Services – Information Services.
- Reception work, lead worker, incoming and outgoing mail, accounting functions, and prepared/tracked purchase orders.
- Troubleshooting and PC repair; Printer and copier repair; PC training; Department wide email notification management.
- Researched and applied proposed policies, rules, legislations. Maintained existing polices, rules, and procedures, and strategic planning actions.
- Ensured projects were finished in a timely and professional manner; Contributed to the layout, organization, and compilation of various projects.
- Organized calendars and coordinated interviews. Various other tasks as assigned.
- Supported confidential areas of finance; record management, document production, and time sheet verifications.
- Coordinated meetings, transcribed minutes, and organized travel for colleagues.
- Processed new hire paperwork; Created training manuals; Ordered all office supplies.

## **Volunteer Work**

Stuff the Film — Portland, OR

February 2010 – June 2011

- Auction fundraiser for Oregon Film and Film collectables of art by Oregon Filmmakers.
- Developed and managed promotion and social media; organized art and volunteers.
- Planned and managed registration and event logistics.

Stumptown Comics Fest — Portland, OR

April 2010, 2011, 2012

- Creator-focused comic arts show.
- Registration; Coordination of attendees; Coordination of volunteers.
- Answered general inquires.

Open Source Bridge — Portland, OR

June 2009, 2010, 2011

- Open source software conference.
- Managed registration and year round promotional activities.
- Answered general inquires.

## **Education**

Portland Community College — Portland, OR

Business Administration, Management, and Supervisory Studies; 2007-2009.

Chemeketa Community College — Salem, OR

General Studies, Photo Journalism, Newspaper staff photographer; 1997-1998