

Mildred Gonzalez

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[Mildred Gonzalez](#)



Objective

To utilize my interpersonal skills and experience to work in a profession that helps people or businesses create solution and achieve goals

Experience

Volunteer - Can Tho City Orphanage, Can Tho, Vietnam **August 2017 - Present**

- Assist the local orphanage staff with providing for orphan children
- Work with over 50 orphan children

Volunteer - Habitat for Humanity, Bangkok, Thailand **April 2016 - May 2017**

- Assisted support staff for humanitarian projects throughout Bangkok, Thailand
- Helped office staff with customer-related services

Administrative Assistant - Fairway Capital, Phoenix, Arizona, USA **April 2014 - January 2016**

- Provided administrative office support for a financing company
- Gained experience with Microsoft Office, time/schedule management and other office functions

Education

Arizona State University, Tempe, Arizona USA **2014 - Present**

- Working towards a degree in Family and Human Development.
- Graduated date estimated for December 2018

Skills & Qualities

- ❖ Bilingual in English and Spanish.
- ❖ Proficient in Microsoft Office
- ❖ Good communicator
- ❖ Very loyal and organized

References

Available upon request