**Johanna Guzman**

1613 Mike Lynn Ct. Bakersfield Ca 93307

Joguzman1117@gmail.com

(661) 546-0445

**Professional Summary**

Dependable and performance-driven professional with extensive experience in administrative functions, customer service, accounting, finance and sales. Exceptionally organized and diligent in all areas. Highly capable of handling multiple tasks and completing work responsibilities under tight deadlines. Adept at developing and maintaining processes to reduce redundancy, improve efficiency and achieve organizational objectives.

**Skills**

* Secretarial, AP, AR, Account Reconciliations, Payroll
* Articulate Communicator, Bilingual in English & Spanish
* Self-Motivated and goal-oriented
* Proficient with Microsoft Office Word, Oracle, APEX, Kronos and Typing 50+ WPM
* Ability to interact and communicate with customers and peers.
* Ability to use independent judgement to manage and impart confidential information

**Experience**

**Bakersfield College** Bakersfield, CA 10/2022- current

***\*SGA Director Of Finance***

Review and submit budget / expenses for approval , Process Student Appeals for Student fees, Office/ Clerical work at Office of Student Life. Table various Community and School events on or off campus.

**Vulcan Materials Company** Bakersfield, CA 07/2017- 09/2021

***\*Plant Administrator***

Worked directly with management team and responsible for entire office functionality. Processed and reported daily production, creation and tracking of purchase orders and receiving of goods. Management and reporting of financial forecast month to month in regards to expenditure and labor. Responsible for record keeping of all plant operating permits and first point of contact for local inspecting agencies like OSHA & MSHA. Greeted plant visitors and safety site trained for access into plant. Time keeping of all plant employees including union wages, vacation and time of requests. New Hire intakes including personal document verification and set up for safety training. Served as back up to dispatch and QC.

**Vulcan Materials Company** Bakersfield, CA 07/2016- 07/2017 ***\*Accounting***

Processed all Western Division preliminary lien notices to protect company rights to a mechanic lien. Credit rep for the Central California accounts serving as direct contact for account inquiries, payment processing, collections and lien releases.

**Vulcan Materials Company** Bakersfield, CA 09/2013- 07/2016

(Placement Pros- Temp Agency)

***\*Administrative Assistant / Inside Sales***

Provide customer service, material pricing, generating quotes, processing orders and direct booking of transport. Reviewed daily sales and cash reconciliation reports for  multiple plants. Processed credit / re-bills and ticket change requests. Additional duties include coverage  of reception for sales office in answering main phone line, ordering supplies, miscellaneous filing, and sales office record keeping.

**Education**

Kern Adult School - Diploma Bakersfield CA-2004

Bakersfield Community College – Business Administration / Currently attending

**Certifications**

CA -Notary Public Commission Number 2408261 Commissioned June 2022