

ANTONIO F. RAMIREZ

SKILLS

- Managing Inventory
- Time Management
- Experienced with Word, Excel, and PowerPoint.
- Composed and sent emails using Microsoft Outlook and Google Gmail.
- Acknowledges people's strengths and accomplishments
- Report Writing and minute-taking
- Manage Budgets

EXPERIENCE

San Lucas County Water District— Secretary May 2023 - Present

- Took customer payments and handled billing
- Answered phones and took messages
- Scheduled meetings and wrote meeting notes
- Organized files and paperwork
- Managed invoices for the district
- Assisted with district grant applications and submissions

San Lucas Union School District— Library Page (Volunteer) September 2019 - October 2020

- Managed and kept an accurate inventory of library items.
- Regularly communicated with management to provide feedback and updates.
- Organized library shelves, materials, and equipment in clear, alphabetized order.

EDUCATION

Hartnell College, Salinas, CA— Associate of Arts: Psychology May 2022

GPA: 3.92/4.00

Honors: Summa Cum Laude

Hartnell College, Salinas, CA— Associate of Arts: Liberal Arts Psychology Emphasis May 2022

ADDITIONAL INFORMATION

- A San Lucas resident for 20+ Years
- I know many of the community members and have participated in community events.