

MARICRUZ DIAZ

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PROFESSIONAL WEBSITE

- diaz222.weebly.com (hyperlink)

PERSONAL OBJECTIVE

I am a high-performing, motivated, and reliable individual who is seeking professional growth in a company where I can contribute my strong work ethic, professional demeanor, and proactive personality.

HIGHLIGHTS

- meticulous attention to detail
- service-oriented
- excellent organizational skills
- multi-tasker
- bilingual (English & Spanish)
- active listener
- critical thinker
- 48 WPM
- time management ability
- team-oriented

EXPERIENCE

Human Resources Benefits Intern, 05/2016 to 08/2016

Guadalupe Regional Medical Center — Seguin, TX

- Successfully organized all employee benefits files into updated filing system.
- Eliminated outdated records by distributing them into termed archives.
- Updated & organized all student volunteer health records for Employee Health Nurse.
- Assisted in verification of employee license renewal & annual TB testing requirements.

Accounting Specialist, 05/2015 to 08/2015

JDI Cabling, LLC — Baytown, TX

- Organized billing and invoice data and prepared accounts receivable for office manager.
- Assisted in time-keeping & schedule management for payroll preparation.
- Maintained quality communication and support towards management personnel.

Child Care Provider, 09/2014 to 05/2015

Matthews' Residence — Kyle, TX

- Monitored children's play activities to verify safety and wellness.
- Implemented an encouraging environment to assist children with daily activities & personal growth.
- Maintained respectful and ethical boundaries towards family and their home environment.

EDUCATION

Bachelor of Science: Applied Sociology, August 2016

Texas State University — San Marcos, TX

High School Diploma: June 2009

Ross S. Sterling High School — Baytown, TX

SKILLS

Experienced in QuickBooks; statistical data analysis; account management; spreadsheets; data entry; data archiving; filing; schedule management; multi-task management; invoice processing. Computer Science: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, SPSS.