**Yury De Santos**

Salinas, Ca

yury821@aol.com

**Objective:**

To obtain a position that will enable me to utilize my skills, and that offers opportunity for growth and advancement.

**Qualifications and Skills:**

-Bilingual: Spanish and English -Microsoft Outlook -Customer Service

-Microsoft Word -Flexible/Adaptable -Microsoft Excel

-Excellent filing skills -Microsoft PowerPoint -Quick learner

-Ability to Multitask -Honest and Dependable -Customer Service Skills

**Education:**

2011- Present California State University, Monterey Bay

 -Bachelor of Arts Degree in Spanish

2002-2005 Hartnell College

 -Associates of Arts Degree in Liberal Studies

1998-2002 North Salinas High School

 -High School Diploma

**Work Experience:**

 *Logistic Specialist****,*** *United States Army June 2005-May 2010*

Established and maintained stock records and other documents such as inventory, material control, accounting and supply reports. Established and maintained automated and manual accounting record, posted receipts and turn-ins, and performed dues-ins and dues-outs accounting. Picked up, unpacked, visually inspected, counted, segregated and stored incoming supplies and equipment. I was a Sergeant and had soldiers under my supervision.

**Volunteer Experience:**

*Service Learning (Citizenship project) 09/2011-11-2011*

Assisted permanent residents to learn history and civics of the United States, for them to become lawful citizens.

**References:**

Brian Gruesser (305) 338-4142

Oscar Robles (831) 214-5601