

ALEXIS GONZALEZ

CONTACT

PHONE:

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EMAIL:

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SKILLS

Technical Skills:

- Microsoft Office Suite (Proficient)
- Microsoft Great Plain
- (Expert)
- Adobe Acrobat
- QuickBooks
- Cashiering
- Data Entry
- Inventory Management
- Website Maintenance

Administrative Skills:

- Business Administration
- Logistics Management
- Customer Service
- Accountability
- Invoice Matching (Expert)
- Scheduling Management

Communication Skills:

- Excellent Writing Skills
- Proficient Communication (verbal and written)

Creative Skills:

- Arts and Design
- Voice Acting
- Fine Woodworking
- Publisher
- Author
- Digital Design and Art Tool

Publications:

- TERRAFLAME Books Vol. 1 / Vol. 2
Amazon Kindle

Other Skills:

- Works Under Pressure
- Acting (Theatrical & Series)
- Storytelling
- Character voice performance
- Safe Guard (Student camps)

LANGUAGE

- Spanish – Fluent
- English - Fluent

EDUCATION

UNIVERSITY OF PUERTO RICO – MAYAGUEZ CAMPUS - 2017-2022

Bachelor's degree | GPA: 3.43

Coursework in Marketing and Accounting, strengthening business and operational knowledge.

Authored two fantasy novels, developing strong written communication and creative skills.

WORK EXPERIENCE

ASISTENTE DE CONTABILIDAD – JAG XTREME AUTO PARTS - 03/2026 – 06/2026

- Maintained accurate accounting records and journal entries in compliance with company procedures.
- Performed bank, balance sheet, and sales reconciliations to ensure financial accuracy.
- Assisted in the preparation of financial reports, payroll processing, and tax-related documentation.
- Audited daily cash reconciliations, identified discrepancies, and supported month-end closing activities.
- Maintained confidentiality of financial information while supporting internal and external audit processes.

SECRETARY ASSISTANT III (RECEPTIONIST) - UNIVERSITY OF PUERTO RICO - 08/2024 – 02/2025

- Managed daily phone communications and assisted students and visitors professionally.
- Processed weekly payroll, amendments, and official correspondence for leadership review.
- Maintained organized filing systems for student and faculty records.
- Utilized Microsoft Office for confidential documentation and signing.

DISPATCH & CUSTOMER SERVICE - COOPERATIVA CAMIONEROS - 01/2024 – 06/2025

- Coordinated oil delivery logistics for major brands (PUMA, MOBIL, TOTAL, SHELL).
- Served as primary client contact, resolving issues and activating emergency protocols when needed.
- Prepared and distributed operational documentation for drivers and clients.
- Designed daily routes and monitored driver compliance using Excel.
- Reported discrepancies and supported leadership initiatives and events.

SECRETARY ASSISTANT - SOL PUERTO RICO LIMITED – 09/2022 – 01/2024

- Supported administrative operations across Legal, Operations, and Distribution & Customer Service departments.
- Assisted the Legal Department with contract documentation, data entry, phone communications, and file management.
- Processed invoices, managed confidential records, and supported vendors within Operations.
- Handled order processing, client support, and vendor invoice updates to ensure accurate and timely records.
- Supported accountability-related tasks and participated in gas station inspections **under the direct supervision of my supervisor**, ensuring compliance with established procedures and standards.

REFERENCES

- **Frank Andrew:** Frank_as77@yahoo.com / (939) 630-3240
- **Minerva Skyler:** Minerva@serverpoint.com / (702) 813-4231
- **Pedro Rivera:** Privera@cfstaffingpr.com / (787) 478-0504
- **Jaqueline Maysonet:** Jmaysonet@cfstaffingpr.com / (787) 242-9238
- **Nannette Berrios:** nannette.berrios@solpetroleum.com / (787) 378-0686
- **Yaritza Ortiz:** cread@upr.edu / (787-832-4040 - Ext. 5478, 6406, 6847)