

M. Araceli Moreno-Cortés

amcortes@yahoo.com

EDUCATION: Napa Valley College: Digital Design Graphics Technology
General Education
College of Marin, Indian Valley Campus: Business classes
Empire Business College: Business & Legal Secretarial
St. Helena High School

SKILLS:

- Microsoft Office 2003
- Architectural Desktop
- AutoCAD 2007
- Autodesk Inventor
- Rhinoceros 3D
- Adobe Photoshop
- Macromedia Dreamweaver
- Macromedia Flash
- Javascript
- Snagit
- 3D Studio MAX
- Hand Drafting
- Excellent communication skills
- Bilingual, fluent Spanish & English (verbal and written)
- Artistic/skillful

WORK HISTORY: State of California, Department of Veterans Affairs
Veterans Home of California, Yountville
Plant Operations Office (9/99 – 6/02)
Duties: Manage office; facilitate meetings/interviews; assist in the hiring process/interviews; prepare, type, proofread & organize highly sensitive material; create extremely complex forms/monthly newsletter using diverse computer software; train/supervise personnel, temporary staff, & members; act as timekeeper for approx. 95 employees/members; assist in preparation of bid packages/bid openings/contract award; inventory/coordinate procurement & disbursing of all office supplies/equipment; monitor/request equipment repair; screen/dispatch incoming 2-way radio/phone calls/visitors & take appropriate action, translations as needed (Spanish/English)

State of California, Department of Veterans Affairs
Veterans Home of California, Yountville
Procurement & Contracts Office (9/89 – 9/99)
Duties: Coordinate with librarian purchasing of all library reading material/record/distribute as required; assist in preparation of bid packages/bid openings/contract award; same as above.

Letters of recommendation and additional work history available upon request.