

Alondra Brisuela Gonzalez

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Summary of Qualifications

I am an individual with four years of military experience and administrative skill sets, and I am bilingual in Spanish and English. I can provide full-time administrative support as I am knowledgeable about accounting, reporting, and record keeping; I can adjust to any work and unique circumstances encountered on the job. This included working as a camp counselor and part-time caregiver for those with special needs before I entered The United States Marine Corps. As I switch to the private sector, I am seeking the opportunity to learn and keep developing my skillsets.

Education

B.S in Management Information Systems, San Jose State University, San Jose, CA, anticipated graduation: May 2026

A.S in Business Administration, De Anza Community College, Cupertino, CA, June 2024

Certificate: Lean Six Sigma-Yellow Belt Course, Twentynine Palms, CA, August 2021

Program coursework

- 20 credits of core business courses including Business Statistics, Business Law, Marketing, Principles of Accounting

Work and Volunteer Experience

USMC, Administrative Specialist 2018-2022.

- Supported Marines and their dependents across military installations in a customer service setting
- Utilized internal administrative management systems
- Supervised and mentored Marines across a variety of sections
- Effectively delegated reports, operations, and tasks to Marines
- Responsible for reporting and managing data, counseling, revising, and approving data
- Created and implemented new ideas to improve the efficiency of the workforce

Camp Counselor/Caregiver at Via West 2016-2018 (weekends).

- Assisted kids and adults with disabilities in understanding their abilities better and finding new and efficient ways to adapt to day-to-day challenges.
- Aided participants with their personal hygiene, eating, dressing, and recreational activities.
- Effectively found better ways to help participants manage stress and their triggers.