

Cesar Delgado

2508 Rosedale Drive
Port Arthur, TX 77642

OBJECTIVE

Experienced and determined college student seeking to demonstrate attained writing abilities.

EDUCATION

Lamar University, Beaumont, TX

September 2017 to Present

Bachelor of Arts in English

Anticipated Graduation Date: December 2021

WORK EXPERIENCE

The Ferguson Law Firm, Beaumont, TX

August 2015 to February 2018

Administrative Assistant

- Oversaw reception area to ensure clientele and vendors were taken care of properly
- Formulated reports detailing office expenses
- Organized and distributed incoming mail for office
- Assisted in data input
- Arranged and maintained electronic and hardcopy files
- Maintained contact lists of vendors and clients for management use
- Answered and directed phone calls

SKILLS

- Proficient in Word, Excel, Outlook and PowerPoint
- Familiar with Access
- Strong communication skills
- Fluent in Spanish