

Atheana L. Rodrigues

To find a rewarding position that will assist me in achieving my goals while learning all aspects of Customer Service and Business Management. Extensive experience working, communicating, and interacting with individuals in a Business like setting.

Professional Work Experience:

Nissan of Stockton - Accounting Clerk

- Accounting Payables
- Accounting Receivable
- Financial Statement, Monthly Vendor Statements, Cash Sales Account

Elk Grove Buick GMC - Office Manager- July 2020-October 2022

- Human Resource
- Accounting AP/ AR
- Payroll

River Islands Technology Academy- First Grade Paraprofessional August 2019- June 2020

King Builders, Inc. - Office Manager March 2018-March 2019

- Human Resource
- Accounting
- Payroll
- Construction Office Duties

Teased the Beauty Bar- Owner/ Hairstylist January 2017- February 2018

- Customer Service in Salon Setting
- Business Accounting

California College of Barbering and Cosmetology- Registrar/ Office Admin. October 2016-December 2017

- Managed School Staff
- School Admin
- Accounting
- Student Tuition, Attendance, and Grades

Charles Henry Company- Admin/ Marketing Director April 2012-October 2016

- Minimal HR Duties
- Accounting AP/AR
- Payroll

BMW/ Mini of San Francisco- Office Manager. April 2008-March 2011

- Customer Service in Car Dealership Setting
- Clerical / Minimal HR

Education: **University of Nevada Las Vegas** – Business Management

