



Priya Perez

Public Service Aide, Associate to Professionals

☎ (510) 555-7318 ✉ priya.perez@example.com

🌐 linkedin.com/example/priyaperez 📍 Oakland, CA 94612

STRENGTHS

- 📁 **Records Control**
Built searchable files for urgent repairs and correspondence, helping supervisors retrieve needed information without delay.
- ✔️ **Purchasing Accuracy**
Kept quotations, requisitions, receiving records, and invoices aligned. Supervisors gained confidence in source documentation.
- 👥 **Field Coordination**
Confirmed deliveries with shop supervisors and vendors. Small follow ups prevented larger invoice and supply issues.
- 🕒 **Timekeeping Support**
Reviewed entries and approved corrections during coverage periods. Payroll support stayed orderly when deadlines were close.
- 💬 **Professional Communication**
Used clear updates with vendors and maintenance staff. Questions were resolved early, before records became harder to trace.

SKILLS

- CMMS Data entry
- Records management
- Invoice processing
- Timekeeping support
- Vendor coordination
- Requisition support
- Receiving documentation
- Financial systems Payroll backup
- Field reports Urgent repair records
- Spreadsheet tracking

SUMMARY

Administrative operations professional supporting municipal maintenance through dependable **records management**, **purchasing documentation**, CMMS data entry, invoice processing, timekeeping backup, and field service coordination. Current work connects shop supervisors, vendors, financial staff, and field crews so repair materials, urgent documentation, and employee records move accurately through daily operations. Experience includes entering vendor quotations and requisition details, confirming deliveries, reconciling receiving documents, routing invoices, reviewing timekeeping entries, and retrieving correspondence or reports for supervisors. Clear communication and practical computer skills support accurate work with limited day to day direction. A **high school diploma** and valid **California Class C driver's license** support continued contribution to public infrastructure repair operations and responsive administrative service.

EXPERIENCE

Administrative Operations Aide

East Bay Civic Operations 📅 June 2025 - Present 📍 Oakland, CA

Support administrative operations across three municipal service shops, connecting purchasing, receiving, repair records, timekeeping, and field documentation with supervisor needs. Work independently across CMMS and financial workflows while maintaining organized records that help crews respond to building and street repair priorities.

- Entered **vendor quotations** and requisition details in **CMMS**, giving supervisors dependable material records.
- Confirmed deliveries with **shop supervisors**, then matched receiving documents before routing **invoices** for payment.
- Maintained searchable files for urgent repairs, reports, **correspondence**, and **employee time off submissions**.
- Reviewed timekeeping entries, entered approved corrections, and escalated discrepancies before payroll deadlines.
- Researched prior work records and compiled operational data for building and street repair planning.

Office Support Assistant

MetroWorks Service Center 📅 August 2024 - May 2025 📍 Hayward, CA

Provided administrative support for a public facing facilities and maintenance office, organizing service requests, supply orders, invoices, and field documentation. Used electronic work order records, spreadsheets, and office applications to keep supervisors and vendors aligned through routine service activity.

- Logged maintenance requests in an electronic work order system, improving complete routing information.
- Organized **vendor quotations** and purchasing documents through requisition and receiving stages.
- Reconciled packing slips with ordered items, helping supervisors address delivery discrepancies before **invoice processing**.
- Maintained digital folders for **correspondence**, **reports**, employee forms, and service records.
- Tracked open administrative items with **spreadsheets** and prepared concise summaries for supervisors and vendors.

PROJECTS

Municipal Repair Records Coordination 📅 2026

Reliable records make public repair work easier to coordinate. Organized CMMS entries, receiving documents, urgent requests, and timekeeping references into a practical workflow for supervisor review and faster retrieval.

Administrative research

Professional communication

LANGUAGES

English Native

Spanish Intermediate

MY CAREER

2.1
YEARS

● Administrative Operations
Aide at East Bay Civic
Operations (1.3 Years)

● Office Support Assistant at
MetroWorks Service Center (9
Months)

Facilities Purchasing Documentation Review 📅 2025

Accurate purchasing records protect service continuity. Reviewed quotations, requisitions, packing slips, and invoice support documents so maintenance offices could resolve discrepancies before payment processing.

LEADERSHIP & AWARDS

- Recognized by shop supervisors for dependable records support during routine municipal maintenance operations.
- Commended for clear vendor communication and consistent follow through on receiving documentation.
- Trusted to provide backup timekeeping coverage and escalate discrepancies before payroll deadlines.

EDUCATION

High School Diploma

Redwood Bay High School 🎓 GPA: 3.5 📅 2024 📍 Oakland, CA

Coursework: Administrative studies, computer applications, recordkeeping, business communication

CERTIFICATIONS

- California Class C Driver's License 📅 2024
- Microsoft Office Fundamentals Certificate 📅 2024

TECHNICAL SKILLS

- **Maintenance Systems:** CMMS, electronic work orders, maintenance records
- **Purchasing Records:** Vendor quotations, requisitions, supply orders
- **Invoice Processing:** Invoices, receiving documents, packing slips
- **Financial Systems:** Invoice routing, receiving entry, payment support
- **Timekeeping Systems:** Timekeeping entries, payroll backup, corrections
- **Records Management:** Electronic files, paper files, correspondence
- **Data Entry Tools:** CMMS entry, spreadsheet entry, form processing
- **Microsoft Office:** Microsoft Office, spreadsheets, office applications
- **Administrative Research:** Data review, work record research, report preparation
- **Maintenance Documentation:** Urgent repair documentation, field reports, service requests
- **Communication Tools:** Vendor communication, supervisor updates, professional correspondence
- **Driver Licensing:** California Class C license, safe driving, field access

PROFESSIONAL AFFILIATIONS

- Municipal maintenance operations support, Oakland, CA
- Public service administrative coordination, East Bay region

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST