

RICARDO GIL
RICARDO.GIL@SBCGLOBAL.NET
210-558-2035

PROFESSIONAL SUMMARY

- Receptionist/Administrative Assistant with over 8 years' experience
- Excellent customer service skills
- Excellent interpersonal skills with an ability to relate to people at all levels
- Motivated self-starter with a work ethic committed to reliability
- Currently holds a Bachelor of Science Degree in Kinesiology/Biology
- Flexible to interview and available immediately

TECHNICAL SKILLS

- Python
- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Typing 40 wpm
- Filing
- Scanning
- Timberline
- QCS/QuickBooks Pro
- One-Site/RealPage
- Publisher

PROFESSIONAL EXPERIENCE

Accenture, San Antonio, TX
1/2017-present

Customer Service Rep. (Help Desk)

- Answered phones
- Assisted with questions and directions regarding payroll

City of San Antonio, San Antonio, TX
11/ 2016
Data Entry

Granada Home Retirement Homes San Antonio, TX
7/2012 - 7/2016

Front Desk/Office Assistant

- Answered phones
- Assisted with questions and directions
- Discussed vacancies and prices with potential residents
- Showed vacant apartments and processed apartment applications.
- Assisted the residents with their daily office needs including complaints, cashing checks, and postage
- Also handled accounts receivables of \$85,000 per month

H&R Block, San Antonio, TX
12/2011 - 4/2015

Receptionist/Client Service Professional (seasonal)

- Answered phones
- Set appointments
- Took payments

Crossmark, Plano, TX

3/2011 – 12/2011

Data Collection

- Collecting data from Heb stores and conducting survey with a PDA

Hallmark, Heubner & Babcock, San Antonio, TX

11/2009 – 2/2011

Merchandiser

- Daily tasks include ordering merchandise with PDA
- Placing merchandise in pockets and shelves and cleaning up displays

Pearson San Antonio, TX

4/2009 – 5/2009

Scorer (contract)

- Score standardized educational tests from Puerto Rico

STC Constructors, El Paso, TX

8/2006 – 11/2008

Accounts Payable Clerk/Administrative Assistant

- Weekly tasks included making bank deposits
- Daily tasks which included accounts payable in Timberline
- Maintaining accounts payable files
- Entering invoices
- Filing payroll files
- Scanning documents in pdf form
- Certified payroll
- Input data entry in Excel
- Printing checks and QCS

Executive Health Club, Eagle Pass, TX

5/1996 – 8/2006

Manager

- Customer Service, Human Resources, Sales, setting schedules
- Accounts payable /accounts receivable including payroll
- Maintain equipment, order merchandise, maintaining files, electronic funds transfer , invoice customers and help with any assigned day to day tasks

EDUCATION

Texas A&M Kingsville, Kingsville, TX, 1992

Bachelor of Science in Kinesiology/Biology

CERTIFICATIONS

- El Paso Community College
Certification: Intermediate Computer-Aided Drafting and Design Basics
- El Paso Community College

- Certification: Computer-Aided Drafting and Design Basics
- Texas A&M Kingsville, Kingsville, TX
- Certification: All-Level Physical Education (Grades PK-12)

PUBLISHED WORKS

http://vixra.org/author/ricardo_gil



The
Cooper Institute[®]

Established in 1970 by the "Father of Aerobics", Kenneth H. Cooper, M.D., M.P.H.

Ricardo Tomas Gil

Has successfully completed the workshop
and testing session for

"Physical Fitness Specialist"

Course attended at San Antonio, Texas, March 27-31, 1996
Contact Hours: 33

Kenneth H Cooper MD

Founder and Chairman Emeritus, The Cooper Institute

Susan J Beckham Ph.D.

Director of Adult Education, The Cooper Institute



Texas A & M University - Kingsville



Be It Known That

Ricardo Tomas Gil

*having satisfactorily completed the Course of Study as prescribed by this Institution and
having complied with all other requirements of the University is awarded the degree of*

Master of Science
Kinesiology

In Witness Whereof, our signatures and hands are hereunto affixed this