

Bertha Gutierrez

Deer Park, TX

berthagutierrez35_eup@indeedemail.com - 9192886699

Willing to relocate to: Deer Park, TX

Authorized to work in the US for any employer

WORK EXPERIENCE

Pipefitter Helper

Saulsbury Industries - Pittsburg, TX - May 2015 to December 2015

Maintain area clean take material to the fitter located material

SKILLS

Pipe helper ,electrician helper ,labor Forman (5 years)

CERTIFICATIONS

Twic card

ADDITIONAL INFORMATION

Bertha Gutierrez

Bertha.gutierrez.bg@gmail.com

919-288-6699

JOB OBJECTIVE

General Office Assistance

Summary

Skill in accomplishing multi tasks to achieve assigned duties.

Good communication skills that have led to having productive relationships with staff.

Organized and detail- oriented.

Computer competency in both PC and also Mac programs, as well as internet.>

Bilingual :Spanish and English

Read,write

PROFESSIONAL EXPERIENCE

Procurement Department

Kellogg Brown

Root, Ghent KY, 2014

>Worked as General Foreman for civil.

>Work duties were to keep area clean, such as office and also outside on field.

>Making sure all of my co-workers were safe, made sure to review all the safety regulations that was required for the day.

>Handled clerical tasks with payroll.

>Executive support.

Professional experience

Procurement department
Saulsbury industrial
Pittsburgh Texas 2015

- >worked as a pipefitter helper
- >work duties get materials located material
- >maintain work area clean
- >help on whatever they need me to

ROBERT SCOTT STATE FARM INSURANCE
Wilson NC, 2008

Worked as a reception.
Interpreter
Answering calls
Getting payments.
After closing hours prepared material for the coming up day.

JONES & JONES INSURANCE
Rocky Mount, NC 27804
Sales Representant
Interpreter.
Get payment.
Making quotes for the new clients.
Answering all the phone called.
Prepare all materials for the coming up day.