

# LEINAALA LOPEZ



Professional Summary: Dedicated Office Assistant with over six years of clerical experience. Excels in telephone support and greeting arriving visitors.

## EXPERIENCE

### **2/2015 TO PRESENT**

#### **SUPERVISOR, FRIENDLY MARKET CENTER**

Supervisor to the cashiers. In charge of the front office with daily operations that include : operating the cash register for cash, checks and credit card transactions with excellent accuracy levels. We issue Gift Certificates, cash checks, and accounting.

Restock, order and organize merchandise in the home-goods isle, birthday supplies isle, fishing supplies isle and does orders twice a week for Kalaupapa patients and/or workers.

### **9/2022 TO 12/31/2023**

#### **ADMINISTRATIVE ASSISTANT, KUHA'O BUSINESS CENTER**

Assist the Small Business Specialist

Daily office tasks: answering phones and checking voicemails, greeting daily visitors, cleanliness of office and checking the mail.

Organizing monthly bills and maintenance of office supplies

In charge of Fiscal Year Budget planning and input of expenses on Excel spreadsheet

Support the documentation of open Grants as well as helping close out Grants for the submission of their Final Report.

### **2/2012 TO 8/2012**

#### **LIBRARY ASSISTANT, MOLOKAI HIGH SCHOOL**

Handled Check-in and Check-out process of library books and materials at circulation desk.

Placed books on proper shelves when returned.

Helped with copy of reports

### **5/2004 TO 5/2010**

#### **OFFICE ASSISTANT, KE AUPUNI LOKAHI**

Completed clerical tasks such as filing, copying, and distributing mail.

Welcomed office visitors and alerted staff to arrivals of scheduled appointments

Managed active community projects on island.

Filed Monthly and Quarterly Reports for active projects.

Organized Monthly Board Meeting as well as Community Meetings

Developed correspondence letters, memos, and email.

**6/2002 TO 5/2004**

**BARISTA, STANLEYS COFFEE SHOP**

Maintained and operated espresso machine, blenders, commercial coffee brewers, coffee pots and other equipment.

Created a wide variety of hot and cold drinks in average shifts with consistently positive customer satisfaction.

Cleaned counters, machines, utensils and seating areas daily.

Prepped and baked pastries for the day.

**EDUCATION**

**MAY 2016**

**ASSOCIATE OF ARTS: LIBERAL ARTS, UNIVERSITY OF HAWAII MAUI COLLEGE**

**MAY 2003**

**ASSOCIATES OF ARTS: BUSINESS TECH, UNIVERSITY OF HAWAII MAUI COLLEGE**

**MAY 2000**

**HIGH SCHOOL DIPLOMA, MOLOKAI HIGH SCHOOL**

**SKILLS**

- Clerical Support
- Customer Relations
- Customer Transactions
- Verbal and Written Communication
- Valid Drivers License

**AFFILIATIONS**

Heart of Aloha Church  
Kamehameha Day Commissioner