

**DELIA JIMENEZ**  
**ADMINISTRATIVE ASSISTANT**

**EDUCATION/PROFESSIONAL DEVELOPMENT**

**Moraine Valley Community College, Palos Hills, Illinois**

- Enrolled in the Meeting Planner Certificate program 2005-present.

**Joliet Junior College, Joliet, Illinois**

- Courses in Hospitality/Meeting Planning 2003-2004.

**Study Abroad**

- Jalisco, Mexico, 1986-1987.

**National Resource Center for the Healing of Racism, Battle Creek, Michigan**

- Certificate of Participation, Healing Racism Seminar, July, 2006.

**Other**

- Successfully completed a Word Perfect and Excel computer program, 2000.
- Successfully completed course in general accounting and office machines, 1992.

**PROFESSIONAL EXPERIENCE**

**Administrative Assistant, CenterPoint Institute, Inc., Mokena, Illinois**

- Provide administrative support to all CenterPoint Institute staff.
- Participate in registration and logistics implementation for national-scale workshops and conferences.
- Managed over \$99,000 in grantee reimbursements for W.K. Kellogg Foundation.
- Support planning and site selection for meetings led by CenterPoint consultants.
- Research assistant.
- English/Spanish translations.
- Arrange staff travel and lodging.

**Accounts Technician, Easter Seal Rehabilitation Center of Will-Grundy Counties, Joliet, Illinois**

- Prepared weekly vendor checks, entered daily invoices and cash receipt for the center and eight off-site locations.
- Prepared monthly and quarterly repots.
- Office supply inventory and distribution.
- Outreach to the Hispanic community.
- English/Spanish translations.

**Administrative Assistant**, Easter Seal Rehabilitation Center of Will-Grundy Counties, Joliet, Illinois

- Provided administrative support to a staff of 120.
- English/Spanish translations.

**Administrative Assistant**, Coalition for Children, Adolescents, and Parents, Orange, California

- Provided administrative support and meeting planning for approximately 10 staff.
- Served as translator for clients during intake and counseling sessions.
- Provided referrals to community services.
- Bank deposits, bulk mailings and use of office machines.

**AREAS OF EXPERTISE**

- Administrative Support
- Record Keeping
- Travel and Lodging Arrangements
- Research
- Conference and Meeting Logistics
- English/Spanish Translation