

Daisy Torres-Gomm

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OBJECTIVE

To pursue and secure a position that will allow me to work with others; where I will continue to develop and demonstrate my organizational skills, be able to analyze data and where I can utilize my multi-tasking, math, communication and computer skills.

EDUCATION/CREDENTIALS

CAD Drafting Technician: Architectural

Summer 2022-present

Chaffey Community College
Rancho Cucamonga, CA

Single Subject Credential-Mathematics, MA in Teaching

Summer 2014-Summer 2017

Brandman University
Ontario, CA

Bachelor of Arts, Sociology

Winter 2009-Summer 2012

University of California, San Diego
San Diego, CA
Department of Sociology

EMPLOYMENT HISTORY

Office Manager/Accounts Payable

July 2020-Current

CALI Developments/Premier Community Construction
16651 Shoal Creek Fontana, CA 92336

- Managed and maintained calendar for CEO. I was promoted to a managing role within two months of starting.
- Created and implemented office procedures and new hire manuals.
- Decreased expenditures 15% by implementing inventory controls, defined job roles, and standardizing ordering procedures.
- Saved thousands of dollars in fees and improved the response-rates of direct marketing campaigns by bringing formerly outsourced mass-mailing function in-house.
- Hired, trained and managed employees in company and regulatory office procedures.
- Tracked construction business revenue and costs, calculated profit and loss for each project, managed all business expenses, handled over 30 accounts payable accounts so that they were paid on a timely manner.
- Established business relations with vendors and subcontractors, managed and opened all vendor business accounts, handled all purchasing, inventory, and contract negotiation with vendors.
- Maintained bi-weekly payroll for over 20 employees
- Answered multi line phone system
- Assisted sales team with various tasks and trainings as needed.
- Provided efficient and professional administrative and clerical service to colleagues and supervisors; provided excellent customer service to external and internal customers.
- Maintained equipment inventory, scheduled maintenance and handled customer correspondence.
- Composed memos, general correspondence and board of directors minutes.
- Initiated, tracked and processed purchase orders for all parts and equipment using QuickBooks.
- Assisted/ran the operations team when needed. Review, prepare, submit, paid and received permits in accordance with jurisdictional requirements

Office/Project Manager**August 2020-Current**

PMAC

1056 Civic Center Dr. Ste 100 Rancho Cucamonga, CA 91730

- Implemented, coordinated and managed marketing projects for company and clients from beginning to end.
- Formulated, developed, and maintained strong communication links between clients and vendors.
- Developed the annual marketing calendar and assigned roles for each activity.
- Oversee and execute marketing for the general public and company events.
- Ensure that all company information and materials were accurate and consistent.
- Website management (WordPress), including written and digital content, re-design as needed, and SEO optimization.
- Monitored competitor products, sales and marketing activities.
- Created and collected invoices .

Secondary School Math Teacher**January 2016-August 2019**

Fontana Unified School District

9680 Citrus Avenue Fontana, CA 92335

Position: Mathematics Teacher

- Designed and instructed educational material employing diverse teaching strategies designed to effectively address each student's learning style and ability, including lecture, discussion, demonstration, cooperative learning, and individualized instruction
- Implemented established lesson plans, while exercising professional judgment to introduce new material when appropriate or necessary
- Followed and maintained policies and regulations
- Established and reinforced social standards of behavior, norms of class behavior and maintained order at all times
- Developed and maintained positive interactions with students, faculty, and administrators, building rapport and gaining respect and trust to ensure an environment conducive to learning
- Ability to establish a fair and ethical atmosphere for all students
- Time management: the ability to use class time effectively

Substitute Teacher (K-12 all subjects)**Fall 2013-Winter 2016**

Fontana Unified School District

9680 Citrus Avenue Fontana, CA 92335

Position: Substitute Teacher/ Resident Substitute Teacher

- Designed and implemented established lesson plans, while exercising professional judgment to introduce new material when appropriate or necessary
- Followed and maintained policies and regulations
- Established and reinforced social standards of behavior, norms of class behavior and maintained order at all times
- Developed and maintained positive interactions with students, faculty, and administrators, building rapport and gaining respect and trust to ensure an environment conducive to learning
- Ability to establish a fair and ethical atmosphere for all students
- Time management: the ability to use class time effectively

COMPUTER SKILLS

- Microsoft Office products
- Word Press
- QuickBooks
- Internet
- Apple computer products
- SolidWorks
- AutoCAD
- Revit

SKILLS

- Fluent in Spanish
- Experienced in working with children and young adults
- Good communication skills
- Data entry
- General office skills
- Excellent reading and writing skills
- Strong background in Mathematics
- Attention to detail
- Flexible
- Excellent organizational and planning skills
- Ability to work independently and in a team environment

REFERENCES

Available upon request