

CHRISTINA SCHNEIDER

I am organized and great with details. I have 5 years of volunteer experience as an administrative assistant, 1 year of employment experience as an administrative assistant, then promoted to Office Manager which led to 3 more years of Office Manager experience. I am eager to learn, skilled with computers and technology. Now pursuing Computer Science and Website Building.



Anderson, CA



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<https://christinatech.org>

EDUCATION

2023

Shasta College

A.S Business Information System Professional; A.S General Studies and Office and Computer Technology

2020

Bethel School of Technology

Certificate UI/UX Design

2016

Rasmussen College

A.A Early Childhood Education

SKILLS

Microsoft Office	████████████████████
Website Builder	██████████████████
HTML/CSS	██████████████
Attention To Detail	██████████████████
Office Administration	██████████████████
Disciplined	██████████████████
Motivation	██████████████████

EXPERIENCE

2023-Current

New Hope Church - Tech Director

Senior Pastor's Personal Assistant, Website builder; video record services and upload to Facebook

2021-2025

NorthState Care Clinic - Office Manager

Oversee and deposit all incoming money donations; training nurses, staff and volunteers in technology; create and maintain user accounts for staff and volunteers; intermediate IT; organize computer files; data entry