

# Eric Matthew Gomez

## **Administrative Experience:**

**Stanford University School of Medicine**, Palo Alto, CA

October 2024 – Present

### **Administrative Assistant III – Department of Vascular Surgery,**

- Provide administrative support to six vascular surgeons, coordinating schedules, correspondence, and patient-related documentation.
- Manage and maintain eight Outlook calendars, ensuring seamless coordination of meetings, procedures, and clinical trial activities.
- Oversee clinical trial project management, including scheduling research meetings, tracking timelines, and ensuring compliance with study protocols.
- Act as a liaison between research teams, faculty, and leadership to support ongoing clinical trials and departmental initiatives.
- Manage financial reporting, expense tracking, and procurement processes in Oracle.
- Assist in drafting reports, newsletters, and internal communications to streamline department operations.
- Arrange executive travel logistics and accommodations for research conferences and presentations.

**San Joaquin Valley College**, Ontario, CA

February 2024 – October 2025

### **Administrative Assistant**

- Provide administrative support to four professionals, including the University President, Admissions Advisor, and two Enrollment Services Directors; schedule meetings, manage calendars, and handle correspondence.
- Manage six additional Financial Aide calendars.
- Work closely with the University President on implementing company initiatives in admissions.
- Manage and accurately track confidential information for department directors.
- Assist with ad-hoc tasks, including creating training materials and facilitating meetings.
- Order and stock supplies; organize catering for team lunches and events.

**JSX**, Santa Ana, CA

January 2023 – February 2024

### **Client Service Representative**

- Reviewed and scheduled charter flights for clients via telephone, email, and in person.
- Responsible for maintaining compliance with State and Federal Aviation Regulations.
- Managed five calendars and coordinated travel arrangements related to charter flights.
- Coordinated and scheduled client meetings and team briefings.
- Managed expenses in Concur and coordinated travel arrangements for executives, including a Manager and the CEO when traveling to Santa Ana.
- Built relationships with clients to foster an excellent client experience.

## **Additional Experience:**

**Starbucks**, Pomona, CA

September 2018 – January 2023

### **Supervisor/Trainer** (*Part-time role*)

- Managed a team of 4-10 cross functional individuals, resulting in increased business efficiency.
- Conducted training and development sessions, facilitating meetings in a group setting.
- Ordered and stocked supplies; leveraged store data to accurately forecast inventory needs and reduce waste by 10%.
- Helped mentor 15-25 new and existing employees on selling strategies, customer relationship strategies, and advanced product knowledge.
- Hired as Barista and promoted to Supervisor after a few months.

## **Education:**

**California State Polytechnic University – Pomona**, Pomona, CA

**Bachelor of Science**, Organizational Communication, 2023

## **Skills:**

Microsoft Office Suite, Google Suite, and Oracle.

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