

Rocio Gutierrez

Lockhart, TX • Bilingual: English & Spanish • 512-667-8726 • rociogut517@gmail.com

Professional Summary

Versatile and detail-oriented bilingual operations professional with 10+ years of experience in administrative support, office management, and fast-paced production and service environments across healthcare, education, hospitality, and manufacturing. Skilled in managing daily operations, scheduling, reporting, records management, inventory coordination, and team support while maintaining efficiency and accuracy in deadline-driven settings. Proven ability to improve workflows, train staff, manage financial processes, and support both office-based and hands-on operational workflows, including inventory tracking, quality-focused processes, and customer service. Strong communicator in both English and Spanish with experience collaborating across diverse teams and maintaining organized, efficient operations. Reliable, adaptable, and highly effective in both administrative and production-based roles.

Core Skills

Operations Support • Office Administration • Production Coordination & Support • Inventory Tracking • Data Entry • Scheduling & Logistics & Coordination • Team Leadership & Support • Financial Reporting • Dentrix • Open Dental Microsoft • Quality Control Awareness • Payroll & Deposits • Records Management • Customer Service • Microsoft Office Suite • Microsoft Excel • Administrative Support • Compliance & Documentation • Scheduling Software • Multi-Line Phone Systems • Reporting Systems

Professional Experience

Lockhart High School — Lockhart, TX

Truancy Officer / Front Desk Receptionist | Aug 2023 – May 2026

- Maintain accurate attendance records, scheduling, documentation, reporting, student records while ensuring compliance with district policies and procedures and front-office operations in a fast-paced environment
- Coordinate communication between departments, staff, students, and families to support daily operations
- Handle confidential documentation, data entry, and record tracking with strong attention to detail

The Lounge — Lockhart, TX

Manager/Owner | Jan 2022 – Oct 2024

- Oversaw daily operations including staffing, scheduling, inventory management, and cash handling
- Tracked supplies and maintained inventory levels to support efficient business operations
- Supervised and trained team members while ensuring productivity and customer satisfaction
- Prepared operational reports, handled deposits, and supported overall business performance

Quality Dentures & Implant Center — Kyle, TX
Administrative Assistant | Mar 2021 – Dec 2021

- Supported daily office operations through scheduling, record management, payment processing, and customer service
- Maintained accurate documentation and data entry while managing multiple priorities efficiently
- Assisted with operational coordination in a high-volume environment

Family Smiles of Lockhart — Lockhart, TX
Office Manager | Oct 2018 – Mar 2021

- Managed daily office operations, reporting, scheduling, and financial coordination
- Oversaw records management, deposits, insurance verification, and staff support functions
- Improved workflow efficiency through organization, communication, and process management

San Marcos Pediatric Dentistry — San Marcos, TX
Registered Dental Assistant | Jan 2018 – Oct 2018

- Assisted with administrative support, scheduling, insurance processing, and patient coordination
- Maintained organized records and supported efficient daily operations

Technical Skills

Microsoft Office Suite • Microsoft Excel • Data Entry • Scheduling Software • Multi-Line Phone Systems • Recordkeeping • Reporting Systems