| Wendy Giron | Los Angeles, CA  (323) 552-6756  gironewendy@gmail.com |
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| EMPLOYMENT HISTORYFlex, Los Angeles — *Contractor*April, 2019 - Current *Manage record keeping of contract related orders, realize training procedure, complete contract order, maintain up to date feedback* Metro by T-Mobile, Los Angeles — Administrative ManagerFebruary, 2012 - March, 2019 *Maintain operation procedures, advise & pay for ordering and allocating of inventory, extend lease and insurance contracts, submit payroll* Hollywood WorkSource, Hollywood — *Receptionist/Assistant*June, 2011 - August, 2011 *Co-manage corporate line, produce job listings, process copies, provide client assistance, translate flyers, assist personnel* WorkSource Corporate Office, Los Angeles — Receptionist/*Assistant*June, 2010 - August, 2010 *Manage aid of corporate personnel, mail and fax documents, officiate production of sheets, answer phone line, greet clients* EDUCATIONCalifornia State University, Fullerton  *Bachelors of Arts in Business Administration, Marketing*Los Angeles Community College District *AS Degree in Business Administration AA Degree in CAOT Information Processing AA Degree in Management & Supervision AA Degree in Marketing & Public Relations AA Degree in Technology & Logistics* | SKILLS *Creative*  *Goal Oriented*  *Motivated*  *Microsoft Office* LANGUAGES *English**Spanish* VOLUNTEER EXPERIENCEBraille Institute*Hollywood, CA Voice Recorder*Dream Center Records*Los Angeles, CA Marketing Assistant*Tutor*Los Angeles, CA General Tutor* |