| Wendy Giron | Los Angeles, CA(323) 552-6756gironewendy@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 AdministrationAA Degree in CAOT Information ProcessingAA Degree in Management & SupervisionAA Degree in Marketing & Public RelationsAA Degree in Technology & Logistics* | SKILLS*Creative**Goal Oriented**Motivated**Microsoft Office*LANGUAGES*English**Spanish*VOLUNTEER EXPERIENCEBraille Institute*Hollywood, CAVoice Recorder*Dream Center Records *Los Angeles, CAMarketing Assistant*Tutor*Los Angeles, CAGeneral Tutor* |