

Education

California State University, Fullerton

Bachelor of Arts, Business Administration

May 2023

Skills

- Bilingual in Spanish
- Excellent at multitasking and working well under pressure.
- Proficient with computer systems including Microsoft Office, Oracle, and Quickbooks, Concur, Smartsheets.
- Strong communication and organizational skills.

Work Experience

CalAmp

Irvine, CA.

Executive Assistant

May 2022 - Present

- Assist multiple C-level executives with managing calendars, setting up meetings, booking travel, and processing reimbursement expenses.
- Coordinate events, such as happy hour, dinners, breakfasts, catering for celebration, conferences, and business meetings.
- Handle new hire onboarding process, which includes new hire meet and greet, setting up desks, and introduction tours.
- Assist recruiting team with finding talent, scheduling interviews, and being a point of contact for candidates.
- Handle all office requests such as: supplies needed, IT requests, building maintenance requests.
- Process and upload invoices, send past due letters, and update write offs using Oracle system.
- Upload, Store, and Track legal contracts.
- Organize meetings in conference rooms by ensuring conference rooms are always stocked, schedules are posted and updated, and order catering when requested.
- Assist the CEO with customer meetings, contact around the office, and various other day to day requests.
- Act as a resource for employees to keep employee morale up, answer any HR related questions, and provide any resources needed.
- Pitched, created, and led a women's resource group for all of the women in the company in North America.
- Coordinate exit interviews for employees departing to create a retention action plan.
- Assist with various projects for the executives, and their departments.
- Prepare powerpoints, spreadsheets, and documents using Microsoft Suite.

Toast Kitchen + Bar
Server

Brea, CA.
October 2021 - July 2023

- Ensure guests receive the best quality service and have a memorable dining experience.
- Memorize all the drink and food menu to be able to knowledgeably talk to guests about our offerings and upsell accordingly.
- Work in a team with other servers, hosts, and food runners to ensure service is at its best.

Claim Specialists International
Administrative Assistant

Fullerton, CA.
February 2019 - May 2022

- Receive emails from production companies with cast medical records, scripts, or any important information to formally create a claim and email back a formal letter.
- Serve as an assistant for the six executives by receiving emails from different insurance companies, as well as different production companies, and respond to their inquiries, or direct them to the correct adjuster.
- Manage the office by ordering supplies and making sure everything is organized.
- Write checks to clients for claim payments, and process payments received.
- Maintain a professional relationship with all the production companies, brokers, and insurers by constantly communicating information about the claim, answering any questions or concerns, and acting as a liaison between the company and the third party.

The Walt Disney Company
Cast Member

Anaheim, CA.
November 2017 - December 2020

- Support guests by providing them the information they are looking for to happily enjoy their stay at the resort.
- Execute great flexibility by extending hours or moving to different locations to support where I was needed.
- Constantly have a positive attitude in any situation to create a positive environment for both the guests and the employees around.
- Quickly familiarized myself with the different systems, stores, and offerings and was able to show reliability and knowledge.

University of California
Administrative Assistant

Irvine, CA.
May 2016 - April 2017

- Assist faculty and staff by managing calendars, organizing meetings, and filling out travel reimbursement requests.
- Manage the office by ordering supplies, answering phones, and receiving and sorting the mail.
- Rented out classroom and meeting halls for students and staff and kept organized logs of who rented them out as well as any equipment rented.