

Corey Fields

Las Vegas, Nevada

Phone: 714-345-3147 (cell)

Email: Machiavelli.CF@Gmail.com

Education & Training:

Santiago Canyon College

(January 2016)

- AA Degree in Philosophy
- AA Degree in Liberal Arts

CompTIA

(November 2021)

A+ Certified



Work Experience:

Tesla, inc.

(August 2018 - March 2020)

Scheduling Specialist

- Determined the daily schedules and jobs of Tesla solar installation crews, electricians, and other field employees throughout the US. Kept track of warehouse supply and local AHJs to ensure smooth operation.
- Communicated to customers the objectives, expectations, and details of appointments relating to Tesla products.
- Clerical duties involving clear and extensive note-taking and recordkeeping regarding appointments and conversations with clients, colleagues, and other relevant personnel.

First Team Processing

(March 2018 - August 2018)

Underwriting Department

- Assessed client financials to determine their best-case option for acquiring mortgage assistance, then prepared paperwork and worked with customers and their banks or lenders to get them into a loan modification program.

Volunteer Work

Carl E. Gilbert School

Front Office Clerk, supervised by Joan Davis.

Skills:

- Adept with operation, maintenance, and troubleshooting of modern office hardware such as computers, printers, and networking devices.
- Proficiency with common office software, and operating systems, including Excel, Word, Windows, Mac, Linux, Chrome OS, Android and iOS.
- Knowledge of infrastructure and networking, data backup and recovery.
- Familiarity with a variety of recordkeeping practices, ability to maintain routine clerical records, and compile information.
- Extensive leadership, teamwork, and customer service experience, and experience working with large numbers of people, sometimes over 100 at a time.
- Typing speed over 70 WPM with high accuracy.