

Contact

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Top Skills

Web Design

Information Technology

General Office Skills

Jonathan Rahban

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Greater Los Angeles Area

Summary

I am hard-working, loyal, and experienced. I have a very flexible schedule. My ultimate goal is to provide fast, cost-effective solutions to problems in the workplace. I am also very eager to acquire new skills.

Experience

ABC Bikes

Head Of Sales

July 2019 - April 2020 (10 months)

2900 S Santa Fe Ave, Vernon, CA 90058

I performed various tasks including data entry, sales, and answering calls.

Law Offices of David Azizi

Legal Assistant

June 2018 - July 2019 (1 year 2 months)

3435 Wilshire Blvd Suite #1800, Los Angeles, CA 90010

During my time working at the Law Offices of David Azizi, I used my technical skills and ideas to expedite many of the daily processes. For example, I prepared objections to subpoenas, obtained medical status updates, formatted legal documents, and prepared requests for medical records.

One of my primary tasks was to assist the medical team with obtaining medical records on an expedited basis. I completed courses to attain training in Abacus, the firm's case management software. This enabled me to assist the firm in substantially reducing their expenditure related to technical support .

Education

California State University, Northridge

Computer Information Technology