**Joey Le**

**JoeyLe109@gmail.com**

**(714) 206-2216**

**Fountain Valley, California 92708**

**Work Experience:**

* **Driver**

CRST, December 2019 - Current

Drive over-the-road to deliver goods to local companies in a prompt and timely manner.

* **Direct Mail Assistant (Data Entry)**

MBC Employment Services May 2017 – November 2019

Input data of potential and current clients of an advertisement conglomerate as well as verify that all data is inputted correctly.

* **Optician Technician Assistant**

Horizon Optometry, May 2016 - May 2017

Verify insurance eligibility, conduct pre-examinations, assist patients with frame and lens options as well as occasionally medically bill them.

**Education:**

* **Orange Coast College, Costa Mesa, CA**

Associate Degree of Mathematics 2011 - 2013

**Skills:**

* Bi-lingual in Vietnamese and English. Able to speak some Spanish.
* Extremely fluent in computer usage. Experience includes using applications such as Microsoft Office, Excel, and internet browsers, as well as troubleshooting both software and computer computer issues
* Able to build computers.
* Able to type at 60 words-per-minute.