309 Richburn Ave., La Puente, Ca. 92744

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DIANA L. CHAIREZ

**OBJECTIVE:** Dynamic and passionate General Clerical/Retail Assoc./Mgnt. pursuing career

opportunities in both fields, utilizing my skills, talents and abilities in a

progressive environment.

**WORK EXPERIENCE:**  11/2012 to Present Macy’s West Covina, Ca

Sales Associate

Customer Service, cashier, cash handle, open and close registers,

open credit accounts, keep facility organized and clean for next business

day.

1/2012-5/12 Adecco Agency/L A Fitness/Whs. Santa Fe Springs, Ca.

Project Coordinator

Mekel System: Scanner, Processor, Editing and manual pulling files.

4/2009-10/2009 Macy’s Montebello, Ca.

Sales Associate

Customer Service, cashier, cash handle , open credit accounts,

Men’s Sportswear Department, keep facility organized and clean.

11/2003-12/2007 Wal Mart Pomona, Ca.

Assistance Manager/Department Manage

Promoted within 9 months from start as a cashier, Layaway Dept.,

Cash office, and office clerical duties.

Promoted as environment that exceeds the expectation of

the customer and facilitates problem resolution for customer

and associate concerns by providing decisions. Answering

screening a volume of incoming calls.

Review and analyze financial and business reports; including

Sales results, inventory levels, payroll and customer count.

Train associates effectively to ensure consistent execution of

company policy. Process associates schedules, evaluations

assist and support HR Dept. and interviews applicants.

Process store deposits, assist armor arrivals, keep facility

organized and clean for the next business day. Open and

close store and work overnight shifts.

12/1999-6/2002 Robinsons/May Co. Montebello, Ca.

Sales Associate

Customer Service, cashier, cash handle, open credit accounts,

open and close registers, Fragrance and Cosmetics Dept.,

Petities Dept., Lingerie Dept., keep facility organized and clean.

**SUMMARY OF QUALIFICATION**: Computer and internet savvy knowledge, office duties

Typing 40-50 wpm, ten key by touch

office machines, switchboard operator,

answering multiple incoming calls, daily data

entry, Microsoft office professional: Word,

Excel, Power Point, Outlook and multi-task.

**CERTIFICATES**: Certificate of Completion in Business Achievement

Medical Insurance Billing and Coding

**EDUCATION:** 1/2009 - 10/2009 Everest College City Of Industry, Ca.

Medical Insurance Billing and Coding/Office Administration

6/1979 - 3/1980 Sawyer College Of Business Pasadena, Ca.

Business Administrative Accounting/Secretarial Procedures

9/1974 - 6/1978 Nogales High School La Puente, Ca.

Diploma

**LANGUAGES:** Fluent Bilingual Spanish, Speak, write and read

**REFERENCES:** Available on request