LYRIELE BLANCHARD

(415) 530-1243

https://www.linkedin.com/in/lyriele-blanchard-2b513717a/

lyriele@gmail.com

https://github.com/Lyriele

PROFESSIONAL EXPERIENCE

French Tutor | Superprof

06/2025 – Present
- Provide one-on-one French tutoring tailored to student proficiency levels and learning goals
- Develop customized lesson plans focused on conversation, grammar, and comprehension
- Support students in building confidence and fluency through structured practice

Customer Service Representative | LVMH

06/2024 – 09/2024
- Managed high-volume inquiries, resolving customer issues promptly and professionally
- Utilized CRM software to track interactions, analyze data, and enhance service strategies
- Developed in-depth product knowledge to provide accurate recommendations

Data Entry Clerk | Sarcy Associates

09/2020 – 08/2021
- Maintained and organized financial databases using Rentec and QuickBooks
- Assisted in preparing financial reports, ensuring accuracy in data management
- Coordinated inspections and managed electronic filing systems for accessibility

Associate Support Specialist | CartRover

10/2019 – 01/2020
- Provided technical support and troubleshooting for software integration issues
- Collaborated with the engineering team to enhance website functionality
- Drafted support documentation and training guides for internal and external stakeholders
- Managed a ticketing system to resolve customer inquiries efficiently

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EDUCATION

San Francisco City College

Computer Programming: Java Certificate of Achievement

06/2026

Computer Programming: C++ Certificate of Achievement

06/2025

University of California, Santa Barbara

09/2018 – 06/2023

Bachelor of Arts in Global Studies

Outstanding Student Award – Department of Global Studies (2020–2021)

CERTIFICATIONS
- Google Professional Certificate in Digital Marketing & E-Commerce
- TEFL Certificate (Teaching English as a Foreign Language)

SKILLS
- Administrative Coordination & Project Management
- Event Planning & Speaker Coordination
- Database & Financial Record Maintenance
- Customer Relations & Stakeholder Engagement
- Microsoft Office, QuickBooks, CRM Systems
- Basic knowledge of SQL, Java, Python, JavaScript, C++, HTML/CSS