

Personal Consultant, IT Personal Consultant, IT Personal Consultant, IT, Assistant, Management
Covina, CA Work Experience Personal Consultant, IT Ann P. Kaganoff, PhD., BCET - Irvine, CA
December 2018 to Present IT Support - Answering any questions relating to computers, programs,
cellphones, and software's Teaching Ann how to utilize new software's, tools which helps Ann to
become more efficient in marketing, and publishing her books Entrusted to both confidential and
sensitive data Personal Assistant, Project manager, IT Rachel Kaganoff Stern - SoCal Stern - Los
Angeles, CA December 2017 to Present Manage and maintain projects at multiple properties
Coordinate with both vendors, and contractors to ensure completion of household projects
Organize, data entry, and maintain household office Entrusted to both confidential and sensitive
data Troubleshoot and solve any computer, network related issues Help manage a wide range
of responsibilities that allowed Rachel more time for family activities, traveling, and her role of being
President for the JSA (Junior State of America) Owner JL Investment & Consulting - Charter Oak,
CA November 2011 to Present Product Order, Inventory, Customer Service, Sales Representative,
Book Keeper Provide sales support to local and online customers for Ecommerce Store.
Balanced business books. Market research into new aftermarket parts, and opportunities
Maintain customer data base for sales communication Building social media platform on both
Facebook and online forums. Act as an administrator and moderator for groups/forums. Provide
24/7 E-mail and daily phone support. Maintained both sales and refundable products. Plan
events for both customers and potential customers to get together Project management Raiden
Technology - La Puente, CA October 2006 to August 2012 La Puente, CA Oct 2006 - Aug 2012
Marketing and Public Relations Assisted on figuring out new ways on creating a sales effective
front page Analyzed consumers shopping habits from company sites. Project management for
all on-going market research. Assisted new corporate travel implementations and act as a go to
person for all questions. Built client and maintained customer relationships. Provided financial
analyses, created project/financial reports, and supported management in special projects or
requests. Gathered, documented; analyzed consumer market. Assisted in planning corporate
events and trade show events researching new vendors Assisted in figuring out effective product

descriptions for consumers. Education AA in Criminal Justice in Real Estate East Los Angeles College - Monterey Park, CA 2015 Business Pasadena City College - Pasadena, CA 2011 Skills Ms office, Problem solver Assessments Technical Support Familiar August 2019 Measures a candidate's ability to apply protocols to identify errors and solutions in order to maintain system function. Full results: https://share.indeedassessments.com/share_assignment/iidbgaut6iedz2ue Problem Solving Highly Proficient August 2019 Measures a candidate's ability to analyze relevant information when solving problems. Full results: https://share.indeedassessments.com/share_assignment/rx5a76uqqhx8bv3z Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field. Additional Information SKILLS Computer building; Website building; OS installation Programming e-commerce shopping carts and customization Advance level in MS Office programs Problem solver Fluent in Chinese: Cantonese, can understand, and speak minimal mandarin

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