

Business Developer/ Recruiter Business Developer/ Recruiter Sales & Human Resource Specialist  
Los Angeles, CA To obtain administrative experience to help further my career in the public sector.  
Work Experience Business Developer/ Recruiter Express Employment Professionals - Culver City,  
CA January 2018 to Present Sales and Recruitment Store Manager King Putt Mini Golf -  
Henderson, NV June 2017 to January 2018 open and close the store inventory recruiting  
customer service Administrative Assistant The City of Los Angeles - Los Angeles, CA December  
2014 to June 2017 Responsible for making copies/scans \* Editing important documents \* Creating  
Spread sheets \* Scheduling meetings/Making appointments Retail Sales Consultant Sprint  
Connect, LLC - Gardena, CA July 2016 to February 2017 Responsible for meeting sales goals,  
providing exceptional customer service, counting inventory, work as a team Front End Supervisor  
Dicks Sporting Goods - El Segundo, CA November 2013 to July 2016 Responsible for opening and  
closing operations, inventory control, loss prevention \* Supervise and train cashiers, assist with  
problem-solving \* Sales Seasonal Office Assistant Liberty Tax Service - Inglewood, CA January  
2009 to January 2016 Receptionist, appointment scheduling, organizing office files \* Typing,  
inputting client information into database \* Customer Service Cashier Dicks Sporting Goods - El  
Segundo, CA August 2012 to November 2013 Sales \* Inventory \* Stocking Education Bachelors of  
Arts in Sociology California State University Dominguez Hills - Carson, CA August 2012 Skills  
Receptionist, Administrative Assistant, Outlook Certifications/Licenses Driver's License Additional  
Information Skills \* Proficient in Microsoft Office 2016 \* Team player, good communication and  
organization skills \* Excellent customer service skills

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