

Field Representative Field Representative San Diego, CA Authorized to work in the US for any employer Work Experience Field Representative ABI Document Support Services - Los Angeles, CA 2018 to Present Manage a route by reviewing and prioritizing all current and incoming work daily to ensure all orders are status and completed according to guidelines provided by Field Supervisor. Flexibility to work in different routes as assigned by Supervisor. Personally serve Subpoena and Authorizations to Custodian of Records. Establish strong working relationship with Custodians, schedule orders, and updated status. Inform Supervisor of any and all facility changes and updates, by completing the proper forms. Ensure all documents requested have been provided and are correct prior to scanning or pickup. Scan documents using a laptop and scanner and following the proper procedures and techniques. Provide verification, by signature, on legal documents, such as Proof of Service and Affidavits. Operate and maintain the scanner and laptop within factory specifications and report any and all maintenance and repairs needed to the equipment or software. Write accurate and legible statuses in English on every work order as required. Redistribute work orders, records, X-Ray films, and any other item(s) upon return to the office at the designated place by your supervisor, on daily basis. Deliver records and documents to our clients and other facilities. Correspond with Field Supervisor Complete daily reports as required. Maintain confidentiality of documents and job Letter Carrier/Amazon Fresh/Pick Ups/204B Supervisor United States Postal Service - Van Nuys, CA 2016 to 2018 Letter carrier responsible for delivering mail as well as parcels. Drop offs and pick ups for Amazon Fresh services. Scheduled pick ups in 2-ton size vehicle. Trained in right hand drive vehicles, Ram Promaster sized cargo vans, as well as 2-ton diesel and non diesel vehicles. Trained as 204B carrier supervisor responsible for scheduling, carrier hour accountability, hour and labor management, and responsibility delegation. 40-60 hours a week. Sometimes work as many as 15 days straight. Delivery Driver Amazon Logistics - Chatsworth, CA 2016 to 2016 Delivered about 250 packages a day. Trained to driving a large utility van. Versed in delivery technology. Sorting and loading my own parcels for the day. Logistics Consultant/Sales Unishippers - Oak Park, CA 2014 to 2016 Generated and pursued leads Business prospecting Held appointments with

businesses      Consulted and developed customized solutions for business logistical needs.

IT/Sales/Software Project Manager Dolphin Imaging & Management Solutions - Chatsworth, CA  
2014 to 2016      Technician responsible for identifying and fixing bugs for programs Dolphin Imaging,  
Management, Letters, Aquarium, 3D, and Mobile.      SQL database troubleshooting      Windows  
configuration      Supported orthodontic and oral surgical offices for aforementioned programs.  
Resolved 20-30 issues per day.      Performed duties for inside and outside sales      Managed new  
office set ups and light training of staff Member Services Regal Medical Group - Northridge, CA  
2013 to 2014      Provided member services for authorizations, eligibility, benefits, and claims.  
Trained in EZ-CAP 5 and EZ-CAP 6 medical claims systems.      Call expectancy was about 60-80  
calls daily. Events Supervisor Heritage Provider Network - Northridge, CA 2013 to 2014  
Accountable Care Organization events supervisor responsible for setting up and managing events  
for the ACO program.      Events included health fairs, dance socials, luncheons, theater nights, as  
well as many others. Set up all travel accommodations as well as organized on-location events.  
Responsible for the program's documentation and management through Microsoft Excel. Field  
Consultant/Merchandising Best Buy Co., Inc - Los Angeles, CA 2010 to 2013      Functionality,  
merchandising, security specialist      responsible for overseeing multiple stores to ensure certain  
quality and to maintain a great customer experience.      Ensured accountability and competence of  
the staff and store in general.      Inventory and merchandising responsibilities including display  
maintenance and inventory counts.      Overnight remodeling, asset protection skills, customer  
service, selling product, facing, down stocking, and pricing updates Education BA in business  
administration Anderson University - Anderson, SC 2016 to 2018 AA in business administration  
Moorpark College - Moorpark, CA 2012 to 2014 College Preparatory Chaminade College  
Preparatory High School - West Hills, CA 2006 to 2010 Skills SQL (2 years), DIESEL (1 year),  
DATABASES (Less than 1 year), MICROSOFT OFFICE (Less than 1 year), MS OFFICE (Less than  
1 year) Additional Information Skills      Advanced computer knowledge including Microsoft Office  
Suite and SQL Databases      Strong communication skills      Trained in point of delivery technology  
Trained in driving right hand drive vehicle, cargo van, and 2-ton diesel and non-diesel      Advanced

logistical knowledge

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