

Office Manager Office Manager Office Manager - Forrest Chiropractic Offices, Inc Chatsworth, CA  
Work in an environment with customers and patients where I provide personalized support. Work  
Experience Office Manager Forrest Chiropractic Offices, Inc - Tarzana, CA 2014 to Present I work  
independently, performing front desk operations and patient intake. This includes, checking patients  
in and out, answering phones, collecting payments, obtaining billing code information, daily entry  
into proprietary software, verifying patient medical insurance eligibility, maintaining patient files and  
records, and booking appointments. I'm attentive to patients needs. Inventory Database  
Administrator / Buyer Toro Kitchen - Canoga Park, CA 2012 to 2013 Maintained company database.  
Met with industry sales representatives, identifying smallwares for stock, stocking shelves with  
merchandise, and answering phones. Inventory Database Administrator / Buyer / Graphic Designer  
Star Restaurant Equipment & Supply - Van Nuys, CA 2002 to 2012 Maintained company database  
of over 10,000 stock items. Coordinated with sales team for P.O. generation and reordering.  
Identified smallware items for acquisition, routinely meeting with industry sales representatives.  
Provided graphic design services for company website, collateral, and print projects for marketing.  
Education Bachelor of Fine Arts in Graphic Design California State University - Northridge, CA AA  
degree in Graphic Design Los Angeles Valley College Skills Sales support, Graphic design,  
Illustrator, Logo design, Indesign, Photoshop, Adobe photoshop, Brand awareness, Excel, Word,  
Scheduling, Billing, Quickbooks, Data Entry, Microsoft Excel, Typing, Receptionist, Microsoft Office  
Certifications/Licenses Driver's License

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