

Laura Jazmin Anderson

El Sobrante, CA 94803

jazminandersonxo@gmail.com

+1 619 565 6354

Work Experience

Full Stack Coding Student

San Diego, CA

October 2021 to Present

- Work as part of a team with classmates to implement projects
- organizing meetings
- Create websites that meet required expectations
- Internal Marketing
- Debugging Code
- Store and Pull data from Github.

Client Services Manager

Hanabusa IVF - San Diego, CA

October 2018 to Present

- Provide daily support and resolve day-to-day questions and issues
- making sure phone volume productivity is being met.
- Organize and schedule meetings, and appointments
- Manage employees schedules, calendars and appointments
- De-escalation of patient calls..
- Triage urgency of calls.
- Working directly with the COO of the company to provide and meet needs of the clinic
- Internal Marketing/ Referral Networking

Executive Administrative Assistant

Planned Parenthood - San Diego, CA

May 2016 to October 2018

- Train new hires and interns
- Help interview new candidates
- Make staff schedules
- manage clinic flow
- make time corrections
- update staff profiles

Administrative Assistant

V turf - San Diego, CA

November 2013 to April 2016

- Help schedule appointments for interviews
- Initial phone interviews
- post job listings

- main contact for maintenance, and supplies
- make staff schedules

Education

Certificate in Full stack coding bootcamp

UC Berkeley - Berkeley, CA

October 2021 to Present

Associate in Medical Assistant

Pima Medical Institute-Las Vegas - San Diego, CA

2015 to 2016

High school in General

Chula Vista Senior High School - Chula Vista, CA

September 2009 to June 2013

Skills

- CSS
- HTML5
- Marketing
- Web Development
- JavaScript
- Customer support (4 years)
- Microsoft Excel
- Time management

Languages

- Spanish - Fluent

Certifications and Licenses

Management Certificate

October 2019 to Present

Courses taken by ADP

Assessments

Supervisory skills: Motivating & assessing employees — Highly Proficient

February 2021

Motivating others to achieve objectives and identifying improvements or corrective actions

Full results: [Highly Proficient](#)

Marketing — Proficient

January 2022

Understanding a target audience and how to best communicate with them

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.