

briana poronowicz

2920 Tanbark Lane • Turlock, CA • 95382

CELL (916) 588-5323 • E-MAIL b.poronowicz@gmail.com

EDUCATION **MTI College** Medical Assisting and Phlebotomy Sacramento, CA
Internship at Mercy Medical Group, Natomas
February 2009
Career Colleges of Cosmetology Woodland, CA
Cosmetology
June 2005

SKILLS **Proficient in:** Word, Excel, Powerpoint, Adobe Photoshop, Microsoft Visual Studio, Filemaker Pro, and Quickbooks. **Types 65 WPM**
Experience with Medical Billing and Coding

EXPERIENCE **Spanglish Arte** Promotion/Office Assistant/Web Design Sacramento, CA
• Designed fliers for events.
• Updated website and managed social networking.
• Took product photos for advertising and sales.
• Closed store
Vox Sacramento Volunteer Sacramento, CA
• Opened/Closed gallery
• Helped organize Art Speaks fundraiser
• Participated in member meetings with the owners for development of the organization.
• Membership coordinator.
DGS Solutions Web Designer Sacramento, CA
• Contract Design and graphic design
• Built websites using HTML and CSS
• Frequently working with Photoshop and Microsoft Visual Studio
Temple Fine Coffee and Tea Assistant Barista Sacramento, CA
• Worked Register
• Educated customers on the varieties of coffee and tea, including origin, type flavor characteristics and roasting processes.
• Made drinks and delivered them to guests in a fast-paced environment.
• Stocked inventory, cleaned facility and completed additional side work for the company.
Cache Creek Foods, LLC Office Assistant Woodland, CA
• Organized and maintained all storage areas while working with the Office Manager to keep inventories accurate.
• Answered multi-lined phones and handled customer service.
• Field and entered sales orders.
• Filed, invoiced and created reports.
• Processed credit card payments for customers.
• Scheduled shipping.
• Created and printed large amounts of labels for products.
• Coached and instructed new employees.
• Lab work, testing FFA and PV of incoming and outgoing tree nut products.