

Hazel Norie Reyes

9942 Hayvenhurst Ave., North Hills, CA 91343

(818) 491-8439

hazelnoriereyes@gmail.com

EDUCATION

STI College Balagtas

Bachelor's Degree in Computer Science

Dean's List 2nd Sem. 2013-2014

GWA 1.55

Balagtas, Bulacan, Philippines

May 2016

WORK EXPERIENCE

Quest Diagnostic Laboratories

Specimen Processing Technician I

- Process specimens efficiently

Valencia, CA

Dec. 2019 - Present

Medix Staffing, Inc.

Specimen Processing Technician I

- Process specimens efficiently

Valencia, CA

Jun. 2019 – Dec. 2019

Kendall Creek Communications (Home Based)

Transcriptionist

- Transcribe legal recordings
- Transcribe political recordings

Clinton, MT

Feb. 2019 - May 2019

Pro Tech Dispatch Services, Inc.

Quality Control Manager

- Manage the incoming/outgoing messages on Power Dispatch
- Verify information/status with technicians and customers
- Manage work orders that are in progress
- Assist setters and assigners when needed
- Delegate tasks to setters and assigners in order to assist technicians and customers

Woodland Hills, CA

Apr. 2017 – Jan. 2019

Pro Tech Dispatch Services, Inc.*Dispatcher/Data Entry*

Woodland Hills, CA
Jul. 2016 – Apr. 2017

- Assist in answering 400+ phone calls per day
- Set jobs with customers
- Data Entry
- Make follow-up calls

Forever 21*Sales Associate*

Canoga Park, CA
Part-time Nov. 2008 – Mar. 2009

- Assist customers
- Cashier
- Stock clerk duties

Victoria's Secret*Inventory Associate*

Thousand Oaks, CA
Part-time Mar. 2008 – Nov. 2008

- Assist clients
- Cashier
- Inventory Associate duties

Countrywide Financial*Accounts Payables Clerk*

Calabasas, CA
Nov. 2007 – Mar. 2008

- Data Entry and encoding on Ms Excel

Easton Sports*Product Inventory Clerk*

Van Nuys, CA
Jul. 2007 – Nov. 2007

- Data Entry
- Filing
- Data Encoding on different systems and MS Excel
- Assist Managers with reports

Woodland Care Center*Front Office Clerk*

Reseda, CA
Oct. 2006 – Jul. 2007

- Payroll clerk duties
- Accounts Payables clerk duties
- Answer phone calls with multiple lines
- Assist Business Office

Mervyn's
Sales Associate

Northridge, CA
Part-time Jan. 2006 – Oct. 2006

- Assist customers
- Cashier
- Fitting Room
- Stock clerk duties