

# Kassedy Mata

Downey, CA 90241

[kassedymata6\\_rm2@indeedemail.com](mailto:kassedymata6_rm2@indeedemail.com)

3232835200

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

---

### **Manager**

CPI - Whittier, CA

September 2019 to March 2020

Manage both office and warehouse. I deal with our wholesale accounts and overlook all freight and see that all orders are shipped and accounting is up to date. I implement structure and team work for the company. This is a e-commerce skin company that ships and deals with companies within the US and internationally.

### **Senior Bill and Account Collector (QC)**

Insurance Agency - La Mirada, CA

January 2016 to September 2019

Senior representative at the corporate office and assisted in managing all policies and accounts for the eight offices we have in Southern California. I was the head in charge of handling voids and chargebacks for all offices, I worked in collecting past due balances and cross referencing all payment logs daily to make sure accounting was up to date. I assisted in analyzing policies and confirming everything was in good standing and nothing was missing. Assisted in CS as well.

### **Personal Assistant**

Hoodwayz Co. - Los Angeles, CA

September 2014 to January 2016

Ran errands, managed schedule, and helped overlook e-commerce.

### **Cashier/Customer Service**

Downey Mustangs

June 2013 to September 2014

## Education

---

### **High School Diploma**

Columbus High School

## Skills

---

- Bilingual (10+ years)

- Computers
- Teamwork
- Accounting (2 years)
- Microsoft Office (6 years)
- Quickbooks (2 years)
- Collections (3 years)
- Billing (2 years)
- Schedule Management
- Training
- Microsoft Word
- Inventory
- Inventory Control
- Operations Management
- Computer Skills
- Time Management