

# **STEPHANIE MC CANDLESS**

Los Angeles, CA 91731

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## **SKILLS**

- MS Office, Word, Excel and Outlook
- Strong Typing and Data Entry Skills
- HTML, CSS, and JavaScript
- Excellent Communication Skills
- Great Customer Service Experience
- Very Organized and Detail Oriented

## **EDUCATION**

Fashion Institute Design and Merchandising; Los Angeles, CA

UC Berkeley Extension Coding program

## **EXPERIENCE**

**Home Care**, Los Angeles, CA  
**Caregiver**

**October 2019 - Present**

Caregiver to a relative with basic household duties as well as transportation. Self Employed

**AFLAC**, Monrovia, CA

**February 2019 – October 2019**

**BENEFITS ADVISOR - Insurance License**

Generate new business opportunities through company leads, networking, referrals and phone calls. Conducting meetings with employers to customize programs to help meet their benefits needs. Service employer customers through ongoing consultation, discussing plans available and/or answering questions regarding coverages.

**STOCKPILE INVESTMENTS**, Pasadena, CA  
**CUSTOMER SERVICE**

**February 2018 – 2019**

Provided excellent customer service to clients. Acted as lead data specialist. Responsible for transferring brokerage accounts as well as accounts effected by mergers. Liaison with Apex and other vendors. Researched information, entered information into the system and other office duties.

**TESLA**, Pasadena, CA

**April 2015 - February 2018**

**LEAD CUSTOMER EXPERIENCE SPECIALIST**

Provided lasting experiences for the customers during test-drives and outbound events. Met individual goals on regular basis. Assisted with marketing events and educated clients on Tesla products.

**CENTENNIAL PLACE APARTMENTS**, Pasadena, CA  
**ASSISTANT MANAGER**

**December 2014 - April 2015**

Assisted manager in leasing out apartments. Received a high-volume of leases on daily basis. Responded to customers and requested additional information if required. Typed memos, took inbound calls, collected rents addressed any maintenance issues.

**GLOPO**, South El Monte  
**OFFICE MANAGER**

**June 2014 - December 2014**

Worked directly with the CEO providing administrative support. Handled accounts payable and receivables. Managed special projects, updated vendor files and other office duties.

**APPLE, INC.**, Rancho Cucamonga, CA

**2009- 2013**

**PRESERVATION AND OPERATIONS SPECIALIST**

Trained new employees on Apple policies and procedures. Ensure store met high standards, check products and store displays. Assisted customers with purchases, explained products and introduced new products. Achieved sales goals.