

Objective

I am seeking an opportunity to display my ambitious personality and add value to the task at hand. My goal going forward is to achieve new opportunities for career development within an organization that values hard work, integrity, and consistent results. I'm passionate when working in the technological industry and being versatile in the given environment.

Experience

Nationwide Legal Attorney Service - San Francisco, CA

March - September 2021

Process Server/Case Assistant

- Liaise with attorneys, clients, court officers, Department of Family Services and Superior Court officials in different Bay Area counties
- Execute legal research, investigations, records review, document management, and trial preparation
- Valuable part of the legal team on all phases of the trial from beginning to end

Pacific Coast - San Jose, CA

May 2020 - December 2020

Sales Consultant

- Accurately estimated labor and materials for HVAC/Electrical projects
- Interacted with Clients in-person, phone, email and corresponded with Company's Teams on an on-going basis to deliver client's needs
- Executed daily operation, goals, and priorities assigned by management

City Sports Club/ LA Fitness - San Jose, CA

March 2019 - February 2020

Sales Director

- Ranked number 7 out of 595 Sales Directors in sales out of California
- Maintained and extended Client relationships for future business opportunities
- Participated in meetings with VP of Sales to contribute ideas for promotional activity planning and setting challenging/achievable goals for company

BcForward - Menlo Park, CA

July 2018 - January 2019

Content Review Analyst

- Responsible for reviewing user-generated content in a program tool to classify according to company guidelines and policy
- General duties include flagging any inappropriate material, as well as data entry tasks into the system of record
- Provide insights on content reviewed to provide feedback on how to improve efficiency as well as accuracy

EDUCATION

(General Education) Calero High School - San Jose, CA - Diploma 2017

COMPUTER PROGRAMS/ SKILLS

- ♦ Apple/ios - Macbook Pro & iMac ♦ Adobe - After Effects, Lightroom, Illustrator & Photoshop ♦
- ♦ Social Media - Instagram, Facebook, LinkedIn, Twitter ♦ Entry systems & Internal Softwares