



Tamara Macfarlane &lt;tamara@acrobotoutsourcing.com&gt;

## Hello Tamara

1 message

chasen walker <chasen\_walker@yahoo.com>  
To: Tamara Macfarlane <tamara@acrobotoutsourcing.com>

Wed, May 1, 2013 at 5:05 PM

hell tamara,

thank you!

Chasen Walker

(323) 219 7537

Professional Experiences:

ENTERPRISE HOLDINGS, North Hollywood, CA 3/2012-

-Provide clerical support to Manager of the branch

-Coordinate reservations, customer pick-ups, drop offs exercising the ability to acquire repeat business

-Monthly marketing and networking with body shop owners to improve working relationships

-Daily advertising to local body shops and other car rental businesses

-Help management with fleet and logistics of the branch

-Create and maintain electronic tracking logs/records for accounts payable and receivable

-Bookkeeping

-Manage customer personnel database

-Customer Service

SUMMIT VIEW, North Hollywood, CA 9/2010-2/2012

-Primary support to senior teacher with educational instruction

-Responsible for the development of students growth and understanding of the material

-Provide clerical support to senior teacher

-Management of the classroom

-Provide guidance to the students

-Manage students' grades and tracked their performance

-Administrator of classroom lectures exercising the skill to help the students understand the lesson

-Senior physical education assistant

-Head middle school basketball coach and varsity basketball team assistant

QUIZNOS, North Hollywood, CA 12/2010-3-2011

-Shift manager providing primary support to manager

-Maintain daily schedule for owner

-Responsible for accurate processing of daily earnings

-Management of cash handling

-Track and maintain logs of inventory

-Arrange and coordinate orders

Graduate of the University of Redlands; Bachelor of Arts; 07/2007

-- On Wed, 5/1/13, Tamara Macfarlane <tamara@acrobotoutsourcing.com> wrote:

From: Tamara Macfarlane <tamara@acrobotoutsourcing.com>

Subject: email

To: chasen\_walker@yahoo.com

Date: Wednesday, May 1, 2013, 12:42 PM

### Tamara Macfarlane

Operations Manager

Los Angeles & Orange County