



Tamara Macfarlane <tamara@acrobatoutsourcing.com>

Hello Tamara

1 message

chasen walker <chasen_walker@yahoo.com>

Wed, May 1, 2013 at 5:05 PM

To: Tamara Macfarlane <tamara@acrobatoutsourcing.com>

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@acrobatoutsourcing.com> wrote:

From: Tamara Macfarlane <tamara@acrobatoutsourcing.com>

Subject: email

To: chasen_walker@yahoo.com

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

Tamara Macfarlane

Operations Manager

Los Angeles & Orange County