

Flora May Daryabeygi
may.darya@gmail.com
440 Madera Ave.Apt.1
Sunnyvale, CA 94086
Home: 650-776-9646

Objective Self motivated individual seeking a challenging career with a progressive organization which will utilize my skills, abilities and education.

Experience
July 2006 -
Present

Atria Senior Living Group **Sunnyvale, CA**
Concierge

Answers incoming calls, forward calls, and takes messages. Answers general questions and updates appointment calendars, including transportation. Receives sorts and routes mail and distributes written communication, accepts and signs for deliveries. Maintain copy and fax machines, sends faxes and retrieves and routes incoming faxes. Creates and prints fax cover sheets, memos, and other documents. Performs other clerical duties such as filing and photocopying.

March 2003 -
June 2006

Target Inc. **Sunnyvale, CA**
Logistic/Customer Service

Responsible in stocking merchandise, price changing and assisting guest.

April 2002 -
December 2002

Asian Physics Gym **Cebu, PH**
Frontdesk Clerk/Instructor

Assisted in planning the gym improvements, developed a program to improve the effectiveness of the organization, data collected and tabulated, in charge of cost accounting, profit analysis and telemarketing.

August 2001 -
March 2002

Sunlife of Canada **Cebu, PH**
Secretary/Telemarketer

Experienced in most aspects of insurance, solicitation and development of accounts, provided counseling related to insurance needs, data collection, placement coverage in various aspects, filed and answered calls.

August 1996 -
August 2001

Mitsumi Inc. **Cebu, PH**
Assembler/QC

Responsible for operating equipment used to manufactured semiconductor devices, perform visual and microscopic inspections to ensure that products met specifications, process including handling and mixing chemicals in a clean room, performed operations including bonding, testing and repairing.

Education Asian College of Technology

March 2002

**Associates
Computer Aided Design**

Cebu, PH

Abellana National School

March 1999

High School

Cebu, PH

High School Diploma

De Anza College

Major in Nursing

Associates

Cupertino, CA

Skills

Bilingual; English and Tagalog, data collection, data entry, faxing, filing, tabulation, telemarketing and mailing.

References

Available upon request