

**Flora May Daryabeygi**  
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**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.

<b>Education</b>	<b>Asian College of Technology</b>		
	March 2002	<i>Associates</i> Computer Aided Design	Cebu, PH
	<b>Abellana National School</b>		
	March 1999	<i>High School</i>	Cebu, PH
	High School Diploma		
	<b>De Anza College</b>		
		<i>Associates</i>	Cupertino, CA
	Major in Nursing		
<b>Skills</b>	Bilingual; English and Tagalog, data collection, data entry, faxing, filing, tabulation, telemarketing and mailing.		
<b>References</b>	Available upon request		