

850 ½ N Palm Ave. #101
West Hollywood, CA 90069

Cell: (818) 961-7322

Jose F. Lopez



Experience	2012-Present The Ideal Experience Bartender /Event Coordinator Assistant <ul style="list-style-type: none">• Bartender: Recreated & described Client's signature drinks• Event Coordinator Assistant: Assisted coordinator with staff and event timelines, opening/closing EXCEL sheets and all other assistant duties.	West Hollywood, CA
Experience	2010-2012 Haute Night Club <ul style="list-style-type: none">• Bartender	West Hollywood, CA
Experience	2009-2010 Ironworkers Employment Benefits Corporation Benefits Processor <ul style="list-style-type: none">• Enter and terminated COBRA benefits.• Process and deposit COBRA payments.• Maintain monthly COBRA eligibility reports.• Update members eligibility with Anthem Blue Cross, Kaiser Permanente, Delta Dental, Envision Rx, and Vision Service Plan systems.• Process E.O.B's and Medical Claims into system.• Assist members over the phone and in person with eligibility and benefit questions.• Process Death benefits and payouts to beneficiaries.• Enter members and dependents information into system.• Assign members Medicare to selected supplemental medical plan.• Maintain members union dues	Pasadena, CA
	2006-2009 PS2 Custom Wheels & Tires Sales Associate <ul style="list-style-type: none">• Attracted potential customers by checking the compatibility of their vehicles with their needs.• Maintained an organized showroom.• Keep inventory up to date and fully stocked.• Process orders and contact vendors to determine product delivery• Processed online orders.• Handled problems and determine most cost effective solution.	Inglewood, CA

Education	2010 - Present	Long Beach City College	Long Beach, CA
	<ul style="list-style-type: none"> • Currently earning an B.A in Business 		
	1998-2002	Lynwood High School	Lynwood, CA
	<ul style="list-style-type: none"> • High School Diploma 		
Skills	<ul style="list-style-type: none"> • Proficient in Microsoft office and computer software • Reliable • Quick learner • Dedicated • Independent Worker • Team Player • Bilingual (Fluent in Spanish) 		
References	Available upon request.		