

# Marina Caldwell

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## Skills/ Abilities

- Microsoft Office Suite
- Competent in Business Terminology and Writing skills.
- Knowledgeable in Vendor Relations.
- Working knowledge of Independent Work and Team Assignments.
- Experience in Outlook and Booking Conferences.
- Accounting Clerk Certification Program
- Customer Service and Customer Relations
- Public Relations Associate
- Cashier and Cash Registers Specialist

## SUMMARY OF RELEVANT EXPERIENCE

### Customer Service Associate Home Depot

September 2016-Present

- Customer Service and Customer Relations
- Heavy Computers
- Problem Solving
- Public Relation

### Administrative Assistant for PG&E San Francisco

June 2007-Feburary 2008

- Maintained the Company Donation Database
- Assisted with the Grant Review Community
- Maintained the Records and General Office Supplies
- Ordered and Received the Supplies, Maintain Par Levels
- Assisted with Management of Office Manager's Schedule.

### Business Analyst and Administrative Assistant Corestaff

June 2007-August 2013

- Heavy Computer Work and General Office Work.
- Vendor Relations and Supplies Management.
- Heavy Telephone Operator Skills and Conferencing.
- Assistant to several Project Managers and Their Teams.
- Assistant to Community Services Teams for PG&E.
- Maintain the Office Manager's Office and Business Relations and Schedule.

### Operations Assistant Forest Forever

May 2007-June 2007

- Maintained Office Donations Contributions
- Performed Bank Reconciliations and Balance Maintained

- ~~Performed Bank Reconciliation~~
- Provided General Office Management

**Workers Compensations Specialist AIG Claim Services SF**

**June 2007-August 2013**

- Successfully Managed and Closed over 500 Claims
- Experience working with Workers Compensation Board
- Heavy Telephone Operator Skills and Conferencing
- Vendor Relations and Supplies Management
- Experienced Working with Vocation Rehabilitation

**Summary of Education**

08/19 – 15/20	BAS Berkeley Accounting Clerk Certification
08/07 – 05/10	Mills College of Oakland, CA-MBA
08/94 --05/99	Dominican College of San Rafael, CA BA Business Management