

# MICAELA J. PICKENS

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**OBJECTIVE** To gain experience in a professional business environment

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**EDUCATION** **RANCHO VERDE HIGH SCHOOL - MORENO VALLEY CA**  
August 2010 - May 2014  
Received Diploma in 2014

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**EXPERIENCE** **OFFICE ASSISTANT - TRINITY HEALTH, MINOT ND**  
August 2014 - May 2015  
Answered phone calls, made appointments, checked in patients and created appointments for walk ins, handled classified information, took payments, delivered mail, maintained schedule for six doctors

**Physical Trainer Director - LA Fitness, Riverside CA**  
**November 2015 - February 2016**  
Searched for clients for trainers, Maintained trainers scheduled & informed clients of health information.

**Ride Operator - Castle Park, Riverside CA**  
**May 2016 - September 2016**  
Interacted with guest daily, Operated all rides at the park, Informed guest on safety issues to perform safe riding

**Amazon Fulfillment Associate - Amazon, Moreno Valley CA**  
**September 2016 - January 2017 (seasonal)**  
Team member: Assisted with product line. Inspected inventory before shipping out to customer.