

MICHAELA J. PICKENS

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OBJECTIVE To gain experience in a professional business environment

EDUCATION **RANCHO VERDE HIGH SCHOOL - MORENO VALLEY CA**

August 2010 – May 2014

Received Diploma in 2014

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.