

Ana Inez Caldera
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Objective: Seeking a challenging position that will allow me to utilize my business skills and education. Dependable, hard worker, computer efficiency, easily can communicate and work with others, very prompt, and can follow directions very well. My experience can contribute the success of a company.

Education: Heald College of San Francisco

Major of Studies: Medical Office Administration

Grade Point Average: 3.20

Degree: Associates Degree in Medical Office Administration

Year of Graduation: December 2014

Skills:

- Microsoft Word
- Microsoft Excel
- Power Point
- Quick Books
- WPM: 40

Employment History:

Sutton Financial Services: Office Assistant 333 Gellert Blvd Daly City, CA 94014 Suite #247
February of 2019 to Present

Answer phones, and sort mail. Assisting office manager and executives with preparing documents, organizing files, managing existing documents, scanning, printing, and assembling files. Scheduling appointments, light filing and generally keeping the office organized, tidy, and running smoothly.

Dr. Michael Vo Doctor of Chiropractic: Part Time Medical Office Assistant 2171 Junipero Serra Blvd Daly City, CA 94014
June of 2018 to February of 2019

Perform many administrative duties, including answering telephones, greeting patients, updating and filing patients' medical records, filling out insurance forms, handling correspondence, scheduling appointments, putting patients on therapy machine, and light clean up in medical examination rooms.

Royal Automotive Group: Receptionist Concierge Sales Call Center: 1525 Howard Street San Francisco, CA 94103
June 2017 to June 2018

Answer high volume calls, schedule and confirm appointments, perform keyboarding and data functions, order vehicle and recall parts, file, copying, and scanning documents, provide great customer service to all customers, answer all questions with great automotive knowledge, and stay overtime when needed. Experience on two-screen computer monitor.

Serramonte Volkswagen and Subaru: Receptionist cashier 711 Serramonte Blvd Coma, CA 94014
August 2015 to June 2017

Schedule and confirm appointments, copy, file, and maintain paper or records, perform keyboarding and data entry functions, answer incoming calls on multi-line telephones, sort and handle out mail messages, direct visitors and customers to their desired destinations in the premise, provide answers to visitors' inquiries about the company, its products of services, coordinate activities around the front desk/reception premise, perform bookkeeping and cashiering duties, which includes all credit and money transactions. Responsible for refilling refreshments in customer's lounge waiting area.