

Loreena Hoyos

Customer Service Professional

Los Angeles, CA 90032

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Reliable customer service professional looking for a position where I can apply my wide range of proven skills and past experience within an organization.

Authorized to work in the US for any employer

Work Experience

Business Owner

Loreena C. Hoyos, LLC - Los Angeles, CA

October 2020 to Present

- Selling products online on Amazon sellers market Prime
- Marketing and product distribution
- Money management
- Business production

Various Positions

INeed

August 2020 to Present

- Maintained a clean and presentable environment for events
- Set up dish stations including dish machines and sinks
- Wash and sort soiled dishes, as well as food prep
- Assist event director with daily needs

Care Provider

In Home Support Services (IHSS) - Los Angeles, CA

2017 to 2021

- Ran errands and went shopping for clients with disabilities.
- Cooked, cleaned, did laundry for patients
- Made a set schedule and meal planning to meet patient needs
- Distributed medication accurately and on time

Medical Assistant

Joseph J. Pachorek - Pasadena, CA

January 2010 to February 2015

- Assisted providers with medical procedures
- Recorded patient vital signs
- Answered a high volume of phone calls
- Verified and scheduled patient appointments
- Lead patient education

Sales Associate

Macy's - Pasadena, CA

January 2002 to July 2007

- Open/closing cash registers
- Took inventory of merchandise
- Welcoming customers
- Improved sales

Education

AS degree in Health Science

Platt College - Alhambra, CA

2008 to 2010

High School Diploma in General Studies

Abraham Lincoln High School - Los Angeles, CA

1998 to 2002

Skills

- Marketing
- Communication skills
- Teamwork
- Business management
- Multitasking
- Customer Service
- Sales
- Problem Solving
- Computer and information technology
- Time management
- Medical Scheduling
- Laundry
- Medical Terminology
- Medical Records
- Administrative Experience
- Cold Calling
- Leadership
- Business development
- Supervising experience

Certifications and Licenses

First Aid Certification

Certified Apartment Manager

Present