

# Narda Mejia

Indio, CA 92201

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Authorized to work in the US for any employer

## Work Experience

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### **Promotora**

Vision y Compromiso - Coachella, CA

October 2023 to Present

Promotores are committed to sharing information and resources available to the community.

### **Bartender**

Party Kartel Professional Bartending - Indio, CA

October 2020 to Present

To provide a pleasant drinking experience to guests at any and all events. Serve drinks while maintaining a clean and sanitary bar area. Attends to the detail and presentation of each order. To prepare and maintain ingredients by following recipes.

### **Box Office Associate**

GOLDEN VOICE PRODUCTIONS - Indian Wells, CA

April 2023 to April 2023

Responsible for selling tickets to the public from the box office/call center using a ticket software system, while providing general information to guests.

### **Box Office Associate**

Desert Champions LLC - Indian Wells, CA

January 2023 to March 2023

Responsible for selling tickets to the public from the box office/call center using a ticket software system, while providing general information to guests.

### **Leasing Agent**

Monte Azul Apartments - Indio, CA

September 2019 to October 2022

#### Responsibilities

Any and all office duties, host tours, screen tenants, collect documents and payments, perform walk-thru inspections, and advertising.

### **Leasing Agent/Administrative Assistant**

Andorra Apartments - Indio, CA

July 2015 to July 2019

#### Responsibilities

Any and all office duties, host tours, screen tenants, collect documents and payments, perform walk-thru inspections, and advertising.

### **Front Office Receptionist/Certified Perinatal Health Worker**

Dr. Dennis F. Roberts, Ob/Gyn - Indio, CA

March 2010 to October 2012

#### Responsibilities

Greeted patients, checked in patients in a timely manner, answered multiple phone lines, scheduled appointments, filed, medical records, insurance verification and data entry.

Gave perinatal info/ assessments on Health, Nutrition, Breastfeeding, and Psychosocial.

### Education

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#### **GED**

College of the Desert - Palm Desert, CA

2004 to 2004

### Skills

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- Customer Service
- Property Management
- Filing
- Organizational Skills
- Receptionist
- Yardi
- Management
- Marketing
- Spanish
- English
- Front Desk
- Medical Office Experience
- Property Leasing
- Multi-line Phone Systems
- Insurance Verification
- Office Management
- Communication skills
- Bilingual
- Office experience
- Microsoft Office
- Administrative experience
- Hospitality (10+ years)
- OneSite (7 years)

- Medical Records
- Medical Scheduling
- Accounts Receivable
- Fair Housing Regulations
- Event Planning
- Phone Etiquette
- Bartending (2 years)
- Data Entry
- Cash handling

## Languages

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- English - Fluent
- Spanish - Fluent

## Certifications and Licenses

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### **Driver's License**

### **Food Handler Certification**