

Narda Mejia

Indio, CA 92201

nardam76@gmail.com

+1 760 898 7770

Authorized to work in the US for any employer

Work Experience

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

GED

College of the Desert - Palm Desert, CA

2004 to 2004

Skills

- 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

- English - Fluent
- Spanish - Fluent

Certifications and Licenses

Driver's License

Food Handler Certification