

Gabriel Arroyo

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EXPERIENCE:

Wine Competition Staff Member, LA County Fair 04/2025 -- present

As a member of the wine competition staff I participated in multiple competitions including wine, cheese and olive oil, and served as a clerk for a spirits competition. I also helped set up for and worked as a wine server during the fair. Working with the public is a very rewarding experience giving me the opportunity to be at my best.

Customer Relations Administrator, Infinite Opportunity Investments LLC, Los Angeles, CA 07/2023 – 10/2024

In a multi role capacity I have helped to train and motivate representatives to set up appointments for various real estate ventures, as well as manage the bulk of administrative duties. My attention to detail has been crucial in delivering the right balance in both mentoring agents and participating in the practice myself. The results regularly surpass expectation and have resulted in a steady stream of cliental.

Member Experience Advisor, Nations Benefits, Costa Mesa, CA 07/2022–09/2023

Working in coordination with a multitude of health plans on helping members with various needs. These include making arrangements for hearing tests and ordering over the counter items, among other administrative tasks, as well as assisting with the training of new employees. The ultimate goal is to provide the member with the best possible experience.

Administrator/Driver, Savon Smog Plus, Ontario, CA 08/2020-- 06/2022

As part of an agreement with online dealership Carvana, the shop was contracted to pickup automobiles for the purposes of passing state compliant smog checks and safely transporting automobiles to and from various locations. Duties included accurate documentation of salient automotive details amongst other administrative tasks.

Enrollment Specialist, Calix Drugs, Covina, CA 4/2018 -- 4/2020

Attended to both incoming and outgoing phone calls for diabetic cliental. Duties included enrolling customers to a home delivery program to facilitate the acquisition of their medications. This involved dealing with

sensitive insurance information. Private insurance, as well as, Medi-cal and Medi-care were processed and issues resolved working directly with doctor's offices.

Interpreter, Excel Interpreting & Translation, Sacramento, CA, 8/2014 – 04/2018

As an independent contractor I have worked in hearings for local DMV offices, as well as in the medical field. The requirement is to interpret from Spanish to English and English to Spanish in an accurate manner. The hearings are recorded and archived for legal purposes, therefore a high level of articulation on the spot is expected.

EDUCATION:

Interpretation coursework, Southern California School of Interpretation, 2004
Bachelors in Fine Arts, California State University, Long Beach 2009