

# Cyndi Lauper

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## ABOUT ME

I am at my best when solving problems and making things flow! I love a challenge and am undaunted in the face of adversity. Excellent at minimizing hassles, addressing and alleviating client concerns. I effectively coordinate schedules, plan events, multi-task, efficiently accomplishing whatever is asked of me with grace and assurance. I am also gifted with public speaking and people skills.

## AREAS OF EXPERTISE

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- Fast learning
- Professional
- Well organized
- Strategic thinker
- Excellent communicator
- Quickbooks/bookkeeping skills

## PROFESSIONAL EXPERIENCE

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***Delicious Pizza LLC, West LA, CA***

October 2016 to Present

***Assistant to Bookkeeper, Delicious Pizza LLC***

Basic office administration, Enter daily bills into quickbooks, take inventory of restaurant and office supplies, make bank deposits, reconciliation of monthly bank statements, vendor negotiation, filing

***City Net, Anaheim, CA***

June 2016 October 2016

***Storage Manager, West Anaheim Transitional Storage Center***

Manage facility, including intake new clients and evaluate immediate needs for homeless outreach. Document needs for and maintain cleanliness of facility

Coordinate volunteers and assign responsibilities

Execute Shutdown of operations and securing premises at close of business

***Independent Childcare Provider, Los Angeles, CA***

July 2015 to March 2016

Oversaw the care of infant twins

Duties include child safety, feeding, bathing, early childhood education

***Private Party, Los Angeles, CA***

April 2012 to July 2015

***Personal Assistant***

Coordinated International and Domestic Itineraries and agendas

Maintained personal as well as professional commitments and scheduling phone calls and emails

Created an organizational system for filing and record keeping in the office

Gal friday responsibilities also included prompt delivery and pick up for personal needs

## EDUCATION AND TRAINING

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**Santa Monica College- Liberal Arts: Social and Behavioral Science** : Currently pursuing a Degree

**Qualified Career Development Academy** - Los Angeles, CA