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| A person with blonde hair  Description automatically generated with medium confidence |  | EDUCATION |
|  | **Shattuck High School**  Aug 2017  GPA 3.4  **Modesto Junior College**  Aug 2017 – June 2019  Sociology |
| Ivanna Martinez CONTACT PHONE:  (209) 427-6400  EMAIL:  wednxsday@gmail.com |  | **Experience** |
|  | Kaiser Permanente **Clinical Administrator**  Sept 2022- Current  Supporting one or more mid to senior-level managers.  Working in a diverse and more complex environment; and includes some customer and executive contact  Performing more complex administrative activities including managing projects, composing letters and reports, preparing/editing presentations, and recommending or making purchase decisions.  Duties included more complex administrative activities: managing projects, managing budget and payroll, composing letters and reports, developing newsletters, preparing presentations, recommending or making purchase decisions. Advanced computer skills including: word processing, spreadsheet, and basic presentation or database applications; and train others.  Processing 20-25 medical referrals including verifying active medical insurance coverages.  Logistics Health Incorporated **Administrator**  April 2020–Sept 2022  Preparing authorized test kits and patient information in system Scheduling appointments answering incoming calls; taking messages and re-directing calls as required  Dealing with email enquiries, general office management such as ordering stationary.  Arranging both internal and external events  Supervising administrative staff and dividing responsibilities to ensure performance  Assist colleagues whenever necessary  Paul Mitchell **Administrator**  June 2019–April 2020  Answering phone calls, directing phone calls to proper team  Interviewing future cosmo students and sharing knowledge of school  Taking payments and deposits for year of schooling with students  Faxed, copied, and scanned documents, and reviewing transcripts.  Conducting meetings with teams and representing data of sales.  Hernandez Auto Sales Car Salesman  July 2018–June 2019  Answering customers questions about products  Providing customer service  Recommending products to customers  Estimate or quote prices  Sell warranties  Conduct test drives with prospective clients  Check credit of customers along with creating contracts  Clean and maintaining office |
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