

# Jeanette Rivera

## **Personal Assistant**

Lomita, CA 90717

[jr.riveraxox@gmail.com](mailto:jr.riveraxox@gmail.com)

(424) 221- 1801

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Independent Contractor and Consultant**

Various Companies and locations - Los Angeles, CA

May 2018 to Present

Performing anonymous bank audits. Reporting back to the firm ordering the audits. Administering the audit and following the guidelines provided by the firm for reporting back to the firm the required particulars. Submitting report in a timely manner.

This is my current occupation

### **Auction Assistant/Cataloger**

Maxsold Inc - White Plains, NY

April 2018 to Present

Pre-auction setup items/lots including data input in detail describing each item for auction. Prepare delivery through online tool/program to marketing who will prepare a draft. Communications and detail focus skills utilized. Travel every assignment required for this virtual company. Increased description detail and saved another 50% of the time spent entering the data. Less time spent saved the company money.

### **Personal Assistant**

UCI/LB memorial care

January 2016 to June 2017

Liaison between patient and UCI administration and LBMC. Keeping detailed notes, appointment setting, research. Attention to insurance coverage, record keeping, utilized communication and organizational skills . Advocacy and recognized as an Advocate.

### **Business Consultant -Volunteer - Entrepreneurship**

Exotic Flowers by Freda

2012 to 2013

Helped reinvigorate Exotic Flowers by Freda. Re-establishing contracts with former corporate affiliates and established new business contracts, new business channels. Partnered with an established internet company broadening our territory. and overall preparation for the family owned business to be sold.

### **Owner Independent Contractor**

Rivera Insurance Services, Wilmington

2007 to 2010

3 years conducting business as a licensed Insurance Agent and Broker, Won our office the Crystal Blue Vase award for Life Insurance sales exceeding in monthly total sales. Competed often with other districts and successfully achieved goals.

### **Office Administrator**

Luis A Rivera Farmers Agency - Wilmington, CA

June 1996 to July 2007

Created client base from boxes of cancellations, navigated through mishandled impounded loans, unnecessary and costly lender fines. Established affiliations with escrow companies and contracted new affiliates through estate agents. Broadened communication, networks and affiliations, expanded research skills, utilized problem-solving methods, contracts, business law.

## Education

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### **Bachelor of Science In Applied Business Analytics in Data science Analytics predictive platforms**

Grand Canyon University

May 2018 to May 2020

## Skills

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Sales Management (10+ years), Client Relations (10+ years), Excel (3 years), Makeup Artist (10+ years), Administrative and Organizational (10+ years)

## Certifications/Licenses

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### **Driver's License**

## Groups

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### **UNITED STATES OF WOMEN**

November 2017 to Present

Initiated by Vice President Joe Biden to unite all women , in the effort to empower women and educate media to change the common errors presenting images of women that prevent women from gaining opportunity and respect as well as financial equality in the job market.

## Additional Information

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Career experience consists of a diverse background history in business and entrepreneurial enterprises. Experience includes traveling extensively for 11 years as a freelance Makeup Technician. Worked with teams from professional film and video background. Commercial ads became my final years, as a makeup artist, best accomplishments.

My acquired skills for relaxing, grooming and confidence building on countless music videos, commercials and photo sessions with celebrated artist such as Sting and McEwan's Lager, Hall and

Oats etc. were continuously requested. These 11 years in London England, included 1 year of roadshow with British Film Year, and 2 years make up technician in Los Angeles California. where I worked on Nike commercials, Motley Crew, and Metallica.

Top Skills: Communication and media, Brand Development, Administrative and organizational management

Other Core Competencies: Independent Starter, Team Player, Communication, Articulate, English and Spanish, Client Relations, Retention, Proficient Writing Skills. Networking, Microsoft Computer System Operations, Typing, Word, Excel, PowerPoint Presentations, Outlook, Email, the Internet, Social Media, high performance multi task environments.