

Lizbeth Lopez

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PROFESSIONAL WORK

Advantage Surgical and Wound Care, El Segundo, CA - Medical Scribe

November 2021 - August 2022

- Worked with the EMR system to establish the ability to expertly document patient care and transcribe patient appointments.
- Scheduling appointments for existing and non existing patients.
- Created new patient profiles, added their face sheets, consents and PO's.
- Adhering to all ethical, legal, and confidentiality requirements for preparing medical documents.
- Assisting with the development and maintenance of patient tracking systems.
- Maintained an accurate patient record.

Signature Travel Network Inc, El Segundo, CA - Project Assistant

October 2021

- Organize and monitor schedules and see that deadlines are met.
- Worked collaboratively with the project manager and team to maximize productivity.
- Created specific strategies for easier and effective execution of projects.
- Assisting in the planning and implementation of projects.
- Performing other duties assigned by the project manager in an orderly and efficient manner.

Fashion Nova Distribution Center, Santa Fe Springs, CA - Warehouse Associate

November 2020 - October 2021

- Picked products from designated locations using various tools and transferred them to appropriate areas for further processing.
- Placed products on conveyors for final wrapping and shipment.
- Read orders to obtain item numbers and locate merchandise in bins or shelves.

Inspected orders and notified management of any damaged goods before placing the item for shipment.

- Operated scanners so that the proper order is picked and inventory is managed accurately.

G & A Auto Repair, Los Angeles, CA - Assistant Manager

June 2014 - May 2017

- Maintained daily reports of any guest or staff concerns and reported to ownership for ideal solutions to resolve concerns.
- Responded to an average size of 30 customer inquiries per day regarding company products and services.
- Restructured and maintained essential files and records in physical files.
- Provided creative and innovative solutions to opportunities and problems.
- Reported any problems immediately to the manager.
- Increased shelving efficiency by 19% through implementation of product sorting process to help in moving thousands of products to the store aisle.

EDUCATION

California State University, Northridge

January 2012 - May 2018

Bachelor of Arts: Liberal Studies, Minor in Sociology

Volunteer Work

Heal The Bay

June 2012 - September 2012

- A non-profit U.S environmental advocacy group of activists in Santa Monica, California. The purpose and the focus of this group are to protect the coastal waters and watersheds of southern California.
- Lead a group of individuals, to help reduce waste on beaches.

SKILLS

- Proficient in Microsoft (Word, Powerpoint, Excel).
- Strong organization and problem-solving skills.
- Bilingual.
- Detail oriented.

- Time management.