

Natalie Hazel Delmolin

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OBJECTIVE

My goal is to gain employment with a company or institution that offers me a consistently positive atmosphere to learn and implement new ideas for the betterment of the organization.

EDUCATION

California State University, Long Beach - *Bachelor of Science, Community Health Science (HSC) GPA: 3.5 Dean's Honor List*

August 2018- Present - Expected Graduation: May 2022

EXPERIENCE

Project Access, Torrance, Ca - *Intern*

JANUARY 2022 - PRESENT

- Organized and prepared food distribution
- Accomplished COVID-19 training assessment
- Answered and directed emails, taking detailed messages when necessary
- Performed general office clerk errands

Lotus Dental Specialist, Westminster, Ca - *Dental Assistant*

JANUARY 2019 - PRESENT

- Supported doctors in a professional dental practice
- Prepared patients for cleanings, treatments, and operations
- Sterilized and organized instrument trays and all materials for all procedures
- Prepared filings and materials for procedures
- Performed dental x-rays
- Managed the practice's equipment and inventory

NSB Search and Rescue, Barrow, Ak - *College Intern*

JULY 2019 - AUGUST 2019

- Assisted and organized trial emergency drills
- Conducted emails and data entries for supervisors
- Escorted clients and operated tours of the office and hangar
- Cleaned exterior of Search and Rescue aircraft and vehicles
- Transported clients to needed locations
- Managed office's filing system
- Answered and directed phone calls, taking detailed messages when necessary
- Performed general office clerk errands

SKILLS

Computer: IBM SPSS Statistics Software, Advanced in Social Media platforms, Proficient in G-suite, MS word, presentation softwares, and email in Pc and Mac environments

Language: Intermediate in Tagalog