

Claudia Perez

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EDUCATION

Los Angeles Center for Enriched Studies
Diploma

Los Angeles, CA
06/1991

California State University, Northridge
B.S., Criminology and Corrections

1991-1995
(not completed)

EXPERIENCE

TJ Maxx

District Administrative Assistant

Granada Hills, CA

2016 to Present

- Provide administrative support to the District Manager and District Loss Prevention Manager
- Prepare and maintain various reports used for tracking statistical data. Such as Payroll, Management Vacancy Plans, LOA's and Management Plans
- Prepare correspondences for the District, Stores and Home Office.
- Maintain confidential information and employee files for Field Management
- Facilitates the flow of information between stores, regional office and home office.
- Answer incoming calls and customer complaints.
- Process expenses and schedule travel arrangements.

St. Ignatius of Loyola Elementary

Development Coordinator

Los Angeles, CA

2015 to Present

- Actively support St. Ignatius' mission.
- Create and execute an annual fundraising plan, Support the Head of School, Board of Trustees, staff and volunteers with donor development and fundraising.
- Secure financial support from individuals, foundations and businesses Steward ongoing relationships with donors.
- Cultivate new relationships beneficial to the organization.
- Draft mail and e-mail appeals
- Perform related duties as assigned.

Southern California Gas Company

Legal Administrative Associate

Los Angeles, CA

2013 to 2015

- Provided technical and administrative support to attorneys on complex litigation matters
- Maintained accurate calendars and dockets; produced legal documents under strict deadlines
- Arranged meetings, made travel arrangements and processed detailed travel reimbursements
- Reviewed vendor invoices for accuracy and prepared voucher requests for payment.

State of California, Dept. of Industrial Relations

Legal Secretary

Los Angeles, CA

2005 to 2013

- Drafted legal documents such as letters, formal notices, subpoenas and Subpoena Duces Tecum
- Filed time-sensitive briefs, petitions, writs and answers in accordance with the California Code of Civil Procedure and Civil Code relative to the Superior, Appellate and Supreme Courts
- Provided information-management support to three attorneys, requiring vast knowledge of current workers' compensation laws and regulations
- Rendered specialized support to attorneys on personnel, public works, bankruptcy and death without dependents teams
- Communicated directly with the public, outside attorneys and various courts when required
- Scheduled and coordinated public hearings
- Properly maintained all files and record
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Law Offices of Gary W. Moss
Legal Assistant

Beverly Hills, CA
 2003-2005

- Conducted potential client interviews, intake, and prepared client packages
- Researched issues for filings including criminal defense, family law and civil litigation matters
- Drafted pleadings and propounded and responded to written discovery requests
- General paralegal-secretarial duties including appointment and court calendars, client billings and files, banking and financial records, including trust accounting.

FIRST FEDERAL BANK OF CA
Financial Service Rep II

Bel Air, CA
 2001-2003

- Responsible for processing all new account transactions; assisting customers in their selection of various accounts and financial services;
- cross-selling the Bank's products and services; opening, maintaining and closing of all account types;
- Performing branch clerical duties; assisted in the cross-training branch staff members
- . Proficient in the areas of teller, vault, safe deposit and basic branch operation functions.

FIDELITY FEDERAL BANK
MIS Liaison

Glendale, CA
 1996 - 2001

- Provided administrative support to all bank branches.
- Prepared reports, maintaining General Ledger accounts regarding Foreign deposited items, Cashiers Checks, Money Orders, Travelers Checks and Daily Bank Deposits.

ADDITIONAL SKILLS

Technical: Proficient in SAP, MS Office Suite, QuickBooks, and Filemaker Pro, Donor Perfect

Interpersonal: Excellent written and verbal abilities; Fluent in Spanish
 Current President of the Board of Directors for the Los Angeles International Charter High School