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| 6550 Yucca St. Apt 110, Los Angeles, CA 90028- (424)215-6497-karan.carter23@gmail.com | | | | |
| **Karan Carter** | | | | |
| Objective | My career goal is to develop my own business helping individuals and families build and maintain wealth. | | | |
| Experience | February 2017- Present | | World Financial Group | Sherman Oaks, CA |
|  | Financial Professional  * Helping individuals and families build and maintain wealth along with helping people regarding Real Estate, Property & Casualty, Insurance, Retirement, Corporate Accounts, Debt Consolidation, Investments and College Planning. We also have Accountants and a full legal department. Life, Accident and Health Agent license received June 21,2017 License #0L79831 | | | |
|  | August 2015- December 2016 | Sharky’s Woodfired Mexican Grill | | Hollywood, CA |
|  | Shift Manager  * Opening and closing the restaurant including setting up the salsa bar, making the teas, putting the nozzles on the soda, restocking supplies, cutting lemons and limes, onions and cilantro, wiping windows, wiping tables, cleaning the bathrooms, doing the dishes, wrapping the silverware for customer use, sweeping the floor, taking out trash, taking down the salsa bar, taking customer's orders, taking catering orders, doing nightly paperwork, helping customers with problems both in person and on the phone, making deposits at the bank, putting in the Tapia Brothers Order, taking inventory on supplies needed. Received ServSafe Certification valid until June 2021. Certification Number-13761275 | | | |
|  | November 2014- July 2015 | Universal Holistic Medicine | | Los Angeles, CA |
|  | Receptionist  * My responsibilities of this position included checking in returning members, signing up and verifying new members, making new member folders, keeping inventory of products dispensed, counting up inventory at end of shift and night to make sure everything's correct, handling all cash and counting cash at end of shift and night. Assisted with hiring,  posted employment ads  on Craigslist.com looking for receptionist and budtenders. Trained possible receptionist candidates. Make new member packets, filing, scanning, copying, inputting new members into mmjmenu.com, cleaning office, showroom and lobby, place orders with vendors, research new products to bring into the shop, write the schedule, maintain vendors files and list, keep track of all inventory and open and close the reception area | | | |
|  | February 2013- April 2014 | Southbay Canna Clinic/New Age Care Compassion | | Lomita, CA |
|  | Member Consultant  * My responsibilities of this position involved assisting members with medication by finding out the member's symptoms and recommending the right medication for them. The position also included back stocking merchandise, restocking merchandise, handling cash, cashing out members at the end of orders, maintenance of the lobby and showroom, as well as maintenance of clones. The position also required that I stay knowledgeable in the matters at hand regarding the strains, industry and keeping members informed on important information regarding the industry. I also drafted documents for the collective as well regarding information. I drafted the edible and merchandise menus for members to view with donations include and separated according to vendor. I would also update the menu online as well, when it came to edibles and merchandise. I also drafted a phone orders document for volunteers to follow. | | | |
| Education | June 2006- July 2009 | Platt College | | Alhambra, CA |
|  | Bachelor’s Degree Paralegal Studies  * Classes included Introduction to Law, Criminal law, Family law, Real Estate law, Civil Litigation, Legal Research and Writing, Computerized Law Office Procedures, Bankruptcy law, Contracts, Criminal law II, Intellectual Property law, Civil Litigation II, Legal Research and Writing II, Wills, Trust and Estate Planning and Workers Compensation, Business Law | | | |
| Computer Skills | Microsoft Word, Microsoft Works, Microsoft PowerPoint, Microsoft Outlook, Microsoft Excel, Timeslips by Sage, Amicus Attorney, Legal Solutions, Social Media, Proteus, MMJMenu.com, Internet Research, Posting Ads to Craigslist, Internet Savvy, 45 wpm | | | |
| References | References are available on request. | | | |