

Chelsea Kayella Bernard

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Education

Opportunities For Learning – High School; *Reseda, CA* *Sep 2013 - May 2014*

California State University of Northridge – Criminology Major; *Northridge,* *Sep 2014 – May 2016*

Pierce College – Criminology Major; *Woodland Hills, CA* *Sep 2016 – May 2018*

Work Experience

Bella Pierre Cosmetics – Make up Consultant; *Northridge, CA* *Aug 2014 – Nov 2014*

Preached about our products to the customers – informed the customers about what makes our product different from others. Occasionally, we provide makeovers so customers could try out the products. The goal was to persuade the passersby to become customers!

In-N-Out Burger – Level 2; *Northridge, CA* *Oct 2015 – March 2016*

Worked in a fast paced environment to complete various tasks concurrently: received drive thru/dine-in orders, prepped food, chopped vegetables, washed dishes and worked cash register. The customers were extremely valuable, so the main objective was to keep them happy!

National Tax Experts – Mailroom Staff; *Glendale, CA* *April 2016 – June 2016*

Worked with other mailrooms team members to divide all of the incoming and outgoing mail, worked with faxes, scanned all documentation and passed out mail to the rest of the company.

Mgdesyan Law Firm – Workers' Compensation Legal Assistant; *Sherman Oaks, CA* *Aug 2016 – June 2017*

Handled the initial stages of the cases, which consisted of: retrieving initial information from potential client, filling out intake sheet, scheduling initial appointment, filing applications, setting up initial treatment. Organized/handled calendars, scheduled appointments, scheduled depositions, re-scheduled appearances. Explained settlement documents to applicants; walked the applicants through the signing process.

Straussner Sherman – Workers' Compensation Legal Assistant; *Van Nuys, CA* *July 2017 – Present*

Work as a part of a team, with various departments, aiding Fire Fighters who've been injured on the job. My duties consist of serving various correspondences, locating in-state and out-of-state physicians, requesting authorization, scheduling appointments, ironing out any treatment issues that may arise, filing various court documents, reviewing reports and reviewing files in their entirety. My job is to ensure the clients' cases move along, without any issues, and eventually reach the settlement stages.



Extracurricular Activities

Valentine Model Management – Model/Talent	<i>Feb 2021 – Present</i>
Rave Wonderland – Brand Ambassador	<i>Aug 2019 – Present</i>
JustDenniCreations – Brand Ambassador	<i>Sep 2019 – Present</i>
Rave Babe Attire – Brand Ambassador	<i>July 2020 – Present</i>
Freedom Rave Wear – Brand Ambassador	<i>Dec 2020 – Present</i>

Skills

- Strong verbal communication skills
- Ability to lead and delegate
- Ability to work under pressure
- Time Management & punctual
- Organizational & problem-solving skills
- Data entry (forms, calendars, etc.)
- Excellent Computer skills (Word, PowerPoint, Access, Excel, A1, program development)
- Excellent math & writing skills
- Filing, mailing, scanning, faxes

References

1. Sara Chinchuck 818-359-5601 - Mentor
2. Denni Rollins 714-737-7886 – Classmate, Mentor
3. Timothy Flumerfelt 360-791-0198 – Coworker at Straussner Sherman