YELENA GABRIYELYAN

 Cell: (818) 641-8244

Personal Email: Ygabriyelyan22@yahoo.com

Experience:

Children’s Hospital Los Angeles 2018-2019

Distribution technician

* Performing inventory, order placement and delivery, equipment tracking/management
* Restocking supplies in the storeroom
* Managing patient’s equipment functions such as distribution, quality control, cleaning and tracking.

CVS Pharmacy

Clerk/Cashier 2017-2018

* Helping customers ringing up medications and products.
* Reload Products and labels for over stock products.
* Answering questions about products and services needed.

Healthcare Professional Services 2012-Present

Healthcare Provider

* Provide support to Physically/mentally disabled Vulnerable Adult.
* Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
* Organization and labeling of patient’s medicine and order medications

Intelifi Inc Drug Testing Service 2011-2014

Office Assistant/ Receptionist

* Filing, faxing, and scanning papers/ Packing labeling
* Answering phone calls, authorizing information for customers
* Report any past due invoices/ payments /order Verification
* Performed data entry /enter information Excel spreadsheets
* organizing customers purchase orders.

Hollywood Presbyterian Hospital 2007-2010

 Office Assistant

* Retrieve, sort, and file all documents
* Make appoiments get patients information
* Verified insurance and create folders

Education:

North-West College

Pharmacy Technician Certificate Graduated 2007

 Languages: Fluent in Armenian, English