

Yesenia Garcia
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Education:

B.A. Collaborative Health and Human Services
Dual Concentration in Social Work and Public Health
California State University, Monterey Bay - Seaside, CA
Graduated spring 2013

Skills:

- Communicated with different ethnicity groups
- Fluent in Spanish
- Goal- oriented
- Organized events
- Excellent customer service
- Strong organization and communication skills
- Proficient in MS Word, Excel, PowerPoint, Outlook

Employment:

Hilltown Packing (Aug 2018-March 2019)

- Safety Coordinator
 - Assisted staff management to understand OSHA regulations and standards
 - Implemented and controlled a safety program
 - Responded to work related injuries and coordinate modified duty as necessary
 - Investigated injuries and notified top management of pertinent details
 - Conducted safety inspections in the fields; 8 crews or more per day
 - Responded to safety concerns
 - Conducted training on safety or HR topics
 - Conducted onboarding for field employees
 - Guided and assisted employees with critical safety and health problems
 - Assisted employees with their health benefits, sick hours, etc.

Western Growers (Aug 2016-Aug 2018)

- Field Service Representative
 - Managed and serviced accounts between Employer, Broker, PCMI Sales and Operations
 - Timely responded and resolved customer inquiries regarding protocol changes, service issues and requests for additional information
 - Facilitated quoting and delivery of new and renewal business with brokers, reinsurance carriers and operations
 - Assisted with implementation of new group sales as directed by supervisor

- Coordinated the production of business development materials, including sales and marketing kits and presentation elements, as applicable
- Prepared for customer meetings by pre-planning and developing agendas, PowerPoint presentations and handouts as necessary
- Assisted members with medical, dental claims with HCPS tool

United Farm Workers (Dec 2013-Aug 2016)

- Office Administrator
 - Assisted UFW members with membership apps., RFK medical plan billing, Union Plus and DLC pension plan
 - Assisted UFW organizers with translation of documents: letters, flyers and contracts
 - Draft and revised monthly credit card reports
 - Maintained memberships information and database

El Super (Feb 2010-March 2014)

- Cashier
 - Balanced over \$5,000 per day
 - Customer service
 - Trained new cashiers

Experience:

Internship

Jacob's Heart Children's Cancer Support Services (Aug 2012—May 2013)

- Social Services
 - Administrative support
 - Counsel parents and children
 - Art therapy