

# LEIANNA DUENAS

## DETAILS

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-  Leiannakai94@gmail.com
-  (951) 750-4046
-  Corona, 1947 Via Santiago,  
92882

## SKILLS

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- Communication
- Customer service
- Problem solving
- Computer literacy
- Active listing
- Organization
- Research
- Attention to detail
- Leadership

## REFERENCES

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Reference available upon request

## SUMMARY

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I am enthusiastic and dedicated professional eager to contribute my skills in Data Entry, Telemarketing, Receptionist duties. With a strong commitment to excellence and a passion for teamwork, I am excited about the opportunity to join your team. My diverse experience equips me to adapt quickly and effectively, ensuring I can provide valuable support and make a positive impact in any role I undertake.

## EXPERIENCE

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Sep 2022 — Current

### **Volunteer Experience**

Cesar Chavez Academy, Corona, CA

- Assisted the teachers with school activities
- Organized school events.
- Developed personalized study plans and practice materials.

Dec 2013 — Dec 2015

### **Data Entry**

Hope For Home, Corona, CA

- Emailing home owners that needed reminders when their payments were due.
- Data Entry, Alphabetizing, and Organizing all the books.
- Filing paperwork, Accurately entered 10,000+ records.
- Streamlined data processes, reducing entry time by 25% on average.
- Implemented quality checks.
- Utilized advanced software tools.
- Managed sensitive data with strict confidentiality and compliance.

Dec 2013 — Dec 2013

### **Telemarketing**

Certified Direct, Corona, CA

- Answering Heavy Phone calls. Filling out lots of paperwork. Sending out and filing paperwork.

- Managed sensitive data with strict confidentiality and compliance.
- Achieved recognition for outstanding attention to detail and speed.
- Generated insightful reports, aiding strategic decision-making.
- Consistently met tight deadlines, ensuring timely project completion.

Dec 2012 — Dec 2012

### **Receptionist**

Homefront Pest Control, Corona, CA

- Answering Heavy Phone calls for pest control.
- Scheduling all appointments and dispatching the drivers to different stops. Pest Pac, Microsoft Word, Excel, 10 key, Outlook. Consistently met tight deadlines, ensuring timely project completion.
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Dec 2009 — Dec 2013

### **Child Care**

Self Employed, CA

- Meals and snack preparation.
- Experience with infant care, including diapering, bathing, and feeding.
- Ability to assist with homework
- Experience handling emergencies calmly and effectively.
- Safe driving skills with a valid license, if transporting children.

Dec 2009 — Dec 2012

### **Background Extra**

Lisa Sabtillan, New Port Beach, CA

- Extra Actress in movies and TV shows.
- Background Work described as walking, talking, or doing things that was told for the film.
- Applied what was needed for the set.

## **EDUCATION**

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2019 — 2019

**High School Diploma**

Corona Norco Adult Ed, Corona, CA