



Daylin Luna

daylinluna18@gmail.com | (209)704-8767 | San Jose, California

Experience

Luna Landscaping | Los Banos, CA

At Home Assistant

08/2020 - 08/2023

- Answered questions and responded to inquiries to deliver a high level of service to customers.
- Processed and sent invoices, adjustments, and credit memos to customers.
- Executed record filing systems to improve document management and organization.

New Bethany Residential Care & Skilled Nursing Home | Los Banos, CA

Volunteer

02/2019 - 05/2019

- Helped organize and implement programs and projects to aid community and individuals.
- Offering support and assistance to community members.
- Helped with prep, set up, and breakdown of community events.
- Followed directions from supervisors and completed tasks within an appropriate time frame.

Education

San Jose State University | San Jose, CA

Bachelors of Art in Management Information Systems

08/2023 - Currently Attending

Merced College | Los Banos, CA

Associates of Science in Business Administration

08/2021 - 05/2023

Los Banos High School | Los Banos, CA

High School Diploma

08/2017 - 06/2021

Skills

- Money Management
- Collaboration and Teamwork
- Problem Solving Abilities
- Microsoft Office and Google Workspace
- Communication Skills
- Leadership Experience