
Shaina Ruiz

Contact

- 408.412.4845
- Ruizshaina2@gmail.com

Skills

Literate in:

- Outlook
- Google applications
- Windows/ Microsoft office
- Possessing and communicating with a positive attitude
- Can type 53 Words per minute

Experience

Microsoft/ Asset Protection

November 2020- Current

- Communicate and negotiate with 20+ individuals weekly on corporate updates within data center rules and guidelines
- Ensure maintenance and employees safety
- Complete organized reports on every shift regarding observations, important and sensitive information
- Maintained office

StateFarm/ Insurance Producer

April 2019- October 01, Winchester Blvd, CA

- Communicated with 15+ clients daily via telephone and email, including quoting customers, discussing client needs and fulfilling within 24 hours, keeping a positive attitude under pressure
- Processing and update clients financial transactions and financial statements
- Retrieved sensitive information and properly discarding
- Filing various documents (archiving, scanning, record keeping, printing, copying, faxing,)
- Maintained calendars for meetings and responsibilities
- Advertised insurance opportunities to businesses and several clients bi-weekly

WeBoba/ Manager

October 2018- March 2019, Santa Clara, CA

- Assisted many customers with positive and enthusiastic energy daily
- Managed and contributed to monthly community events such as "how to make____" classes
- Communicated ideas for product innovation and testing

- Made orders on various items in need of replenishing
- Advertised through social media and physical ad's that appealed to boba enthusiasts and food bloggers

California Mochi/ Barista & Management

November- 2017-October 2018, Santa Clara, CA

- Arranged coworkers schedules weekly
- Reviewed and set up new orders for products popular and low in stock
- Memorized company's entire line of products and limited edition items

Education

Adrian Wilcox Highschool Graduate

August 2015-June 2018

De Anza Community College/ Field Focus(Associates in Business Information Systems Management)

September 2018-Present, Cupertino, CA

Currently a student entering my junior year college, transferring to San Jose State University by spring in order to complete my education in Business Management.

Quick Learning School, LLC/ Licensed in Property & Casualty

March 2019 - March 2019, Milpitas, CA

Entered Quick Learning School for two weeks in order to prepare for my Property & Casualty examination. Have also received a certification of completion in Code & Ethics.

CPR/ AED Certified International CPR Institute

November 2020-November 2021
