

Resumé

HERLINDA C. LOPEZ

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Authorized to work in the US for any employer.

Work Experience

Claim Loss Specialist Unit

Progressive (Austin, TX)

October 2019 — Present

Manager (Various Capacities)

Cone Oasis Baptist Camp (La Feria, TX)

June 2017 — October 2019

- Kitchen Manager (Lunch & Dinner)
- Camp Housekeeping Manager
- Missions Teams Coordinator

Customer Services Representative

QVC (San Antonio, TX)

August 2016 — May 2017

- Customer Services Representative in San Antonio, TX

Demonstrator

Kelly Services, Vitamix

August 2014 — September 2016

- Worked at local venues representing Vitamix
- Demonstrated products for consumers
- Responsible for:
 - relationships with venues and customers
 - set up and tear down booth
 - stock booth
 - stock and report inventory before and after demo

Auditor

Enterprise Consulting Solutions, Inc

April 2014 — May 2015

- Scan and transfer medical records for auditing purposes from different physician locations across the Rio Grande Valley
- This was a Monday through Friday position classified as temporary

Auditor

LeFleur Transportation

October 2013 — April 2014

- Randomly audited drivers on their route to ensure that all paperwork and vehicles were up to company standards
- My area covered Hidalgo and Nueces counties

Auditor

Enterprise Consulting Solutions, Inc

July 2013 — October 2013

- Scan and transfer medical records for auditing purposes from different physician locations across the Rio Grande Valley
- This was a Monday through Friday position classified as temporary

Demonstrator

PMG Demo Company

July 2013 — August 2013

- Worked nine weekends of beverage demos at various HEB grocery stores

Demonstrator

Lt. Blender (Pharr, TX)

June 2013 — June 2013

- Worked a four day demo at Costco in Pharr, TX
- The Costco Demo manager wrote a complimentary letter to the company about my service

Transportation Supervisor

A Plus Therapy (Mission, TX)

2008 — April 2012

- Arranged and oversaw the transportation needs of patients that required assistance (this encompassed 90% of our patients)
- Coordinated between our staff, Medicaid, and Le Fleur for Medicaid and Company paid transportation
- Reported all day-to-day changes of transportation to Medicaid and Le Fleur
- Handled all daily issues that arose with Transportation
- Coordinated with Le Fleur the timely arrival, van-to-patient ratio, cleanliness and general maintenance of vehicles
- Monthly reconciliation of "Company Paid Trans" to Le Fleur Transportation Company
- Worked directly with transportation program designer to keep up-to-date with all required Medicaid changes or modifications
- Training of office staff designated to transportation (approx. 12 employees) and Monitors (approx. 23 employees)
- Maintained Boost Mobil phones for all monitors and clinics
- Submitted quarterly reports detailing department efficiency

Supply Clerk

A Plus Therapy (Mission, TX)

2007 — 2009

- Purchased company supplies for all facilities on a monthly basis • Handled all inventory so that needs were met immediately
- Submitted quarterly report detailing department efficiency

Marketing Department Manager

A Plus Therapy (Mission, TX)

2007 — 2008

- Handled all marketing training
- Tracked all paperwork to and from doctor's offices for authorization
- Called on doctors offices to create contacts and create new referrals for the company • Responsible for planning and purchasing for health fairs and job fairs
- Tracked all department expenses
- Submitted quarterly report detailing department efficiency

Personal Assistant to the COO

Aptus Therapy Services (McAllen, TX)

2004 — 2007

- Planned and organized events (health fairs, job fairs, company parties)
- Responsible for purchases for Marketing team and all events
- Supervised a three-person marketing team: handled budgets, created and implemented system for tracking all referrals coming in from Doctor's offices and monitored referrals internally to make sure patients were seen

Owner/Operator

Kid-2-Kid (Universal City, TX)

1993 — 1994

- Owned and operated a children's gently-worn clothing store

Certified Nursing Assistant (CNA)

West Central Georgia Regional Hospital (Columbus, GA)

1991 — 1993

- Transported patients to doctor appointments and home counties after discharge
- Filled-in on wards and took care of patient needs

Cashier

Arby's Restaurant (Universal City, TX)

1984 — 1986

Education

CNA

Meadows Junior College (Columbus, GA)

1991 — 1992

GED

Meadows Junior College (Columbus, GA)

1991

Skills

Microsoft Office, Google Docs, Gmail, MacOS, Windows, Social Media Marketing

Links

<https://www.herlindacllopez.com>

Additional Information

- Proven skills in organizing, prioritizing, and managing multiple projects simultaneously on time and on budget.
- Effective working independently or leading a team with minimal direction toward broadly defined objectives.
- Achieves win-win outcomes; strong communication skills, detail-oriented, self-starter, good analytical, follow-through and decision-making skills.
- Modest independent film industry experience as a Producer, Production Manager, and Assistant Director.

Volunteer Experience

Producer, Production Manager, First AD, Key PA

Fifty Oars Motion Pictures

(aka Impossible Films)

2011 — present

Producer (manages cast, crew and extras during normal or extended working conditions)

First AD (in charge of the set and ensures the shoot runs on time and on budget)

Key PA (the lead Production Assistant; manages the PA's and works directly with other dept. heads)

- *The Rescue* (short film) Producer, First AD
- *EJ Colbath: Church Girl* (music video) Producer
- *Reveille Boyz: Heavy Baggz* (feat. LV of Sou'Briety) (music video) Producer
- *Welcome to Eden* (short film; CineSol 24 Hour Film Dash entry) Producer, First AD
- *NINO: I Get It* (feat. Lil' Flip) (music video; Lil' Flip sequences) Producer
- *REB: Can't Leave You Alone* (feat. Marty Mar and Dex) (music video) Producer, First AD
- *Lone: Remember The Love* (feat. Jpoint0) (music video) Producer, First AD
- *Area: Mi Pobre Corazón* (music video) Producer, First AD
- *Mauris* (short film; Luck Fest) Producer, First AD
- *Hunger Pains* (short film; CineSol 24 Hour Film Dash entry) Producer
- *Cuentoville* (Pilot for PBS) First AD
- *South Texas ISD: District Wide* (commercial) Producer, First AD
- *This One's for the Girls* (pink glove campaign for DHR) (music video) Producer, First AD
- *Grupo Vidal: Que Sepan Todos* (music video) Production Manager
- National Butterfly Center (web promo videos) Key PA
- *One Day in the American City* (TV series) Production Executive (PSJA segment)
- *Immobile* (short film) Producer
- *South Texas ISD: I Choose* (commercial) Key PA

Producer, Production Manager, Executive Producer, First AD

Eight by Two Films, LLC

2012 — 2014

- *Morning Star* (short film, CineSol 36 Hour Film Race entry) Executive Producer, Production Manager
- *Death Slate* (short film) Executive Producer, First AD

- *Gertie* (short film, CineSol 36 Hour Film Race entry) Producer

Children's Ministry Leader

Master Builder House of Prayer

2008 — 2009

- Organized teachers and supplies

Food Ministry Leader

Church of the Good Shepherd

2004 — 2006

- Organized volunteers to cook dinners for a period of three to five days depending on the situation (i.e. birth of a baby, death in the family, serious surgery, et cetra)

Counseling Ministry Leader

Church of the Good Shepherd

2004 — 2006

- Had scheduled meetings with parishioners who called the church in need of counseling

Home Group Leader

Church of the Good Shepherd

2002 — 2005

- Held services in my home, encouraged people and acted as a support system

Co-Op Leader

Hope Home School Group

2003 — 2004

- Organized two sessions of classes for two hours a days over six weeks, four classes offered per grade K-12, day care and enrichment classes for parents
- Found location, organizing volunteer to teach classes, approved curriculum and located speakers for the parents

Altar Ministry Leader

Church of the Good Shepherd

2001 — 2004

- Met with new converts and help with any pressing issues

Nursery Staff

Church of the Good Shepherd

2000 — 2003

Church Staff

Master Builder House of Prayer

1997 — 1999

- Help with organization and the day to day running of the church
- Lead Women's Ministry

Church Nursery Director

Victory Assembly of God

1993 — 1994

- Organize and assign hours for an all volunteer staff to cover ages 0-5yrs for all services

