

ALEJANDRA LUNA

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6820 Irving St.
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OBJECTIVE: Business Major seeking a position at well known company, where I will use my newly gained technical knowledge and interpersonal skills to benefit not only my personal development but the benefit of the company.

EDUCATION: Mount St. Mary's College, Los Angeles CA
Bachelor of Arts in Business Administration

May 2011

SKILLS:

- Bilingual in Spanish
- MS Office 2010 Suite – Word, Excel, Power point, outlook, Publisher
- Proven skills in leadership, organization, interpersonal and public speaking
- NextGen, AllMeds
- People Soft
- Taleo

EXPERIENCE:

Chipotle Mexican Grill, Denver, CO

April/2013 – Present

Human Resource Specialist

- Provide excellent customer service to employees contacting the HR call center
- Trained a team on 12 on benefits Chipotle offered such as Healthcare, COBRA Workman's Compensation, Time off, and retirement plans
- Handled 60-70 calls a day regarding any HR questions such as benefits, payroll, recruiting, and policies and procedures

Panorama Orthopedics and Spine Center, Golden, CO

June/2011 – March/2013

Financial Liaison

- Verify medical benefits and obtain authorizations for 45 surgeries per day
- Process 25 claims a day to lien companies
- Help explain bills to customers in person and by telephone

Mount St. Mary's Campus Ministry, Los Angeles, CA

August/2009 – May/2011

Liturgic Coordinator

- Supervise and train a dozen of student workers for their various roles in liturgy
- Organize weekly mass and any other special masses
- Review scripts for entire events with various leaders
- Performed administrative duties such as answer the phone, copy, fax

Daniels Fund, Denver, CO

May/2010 – August/2010

Summer Intern

- Scanned over 200 files in order to go paperless
- Helped Prepare for a summer program SHIFT
- Electronically filed and organized incoming documents

Awards / Activities:

- **Awarded a four year Daniels Fund Scholarship**
- **Fundraiser Chair for Pi Theta Mu (Service Sorority)**
- **Feeding the Homeless Volunteer**
- **Honor roll student**
- **Arrupe Jesuits Fundraiser speaker**

Fall 2010 – Spring 2011

Fall 2008 – Spring 2011

Fall 2007 – Spring 2008

LEADERSHIP:

Fundraiser Chair Pi Theta Mu (Service Sorority)

Fall 2010 – Spring 2011

- Organized and set up one fundraiser each month
- Made executive decisions about fundraisers and pledges for the sorority

Los Angeles Team Works Mentor

Spring 2008- Spring 2009

- Mentored a group of 10 seventh graders on self confidence and education

