
KARINA VESCIO

CONTACT

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EXPERIENCE

ADMINISTRATIVE ASSISTANT, VESCIO MANUFACTURING INTERNATIONAL: SANTA
FE SPRINGS, CA- 2013-PRESENT

Responsibilities:

- Setting up meetings
- Scheduling machines
- Speaking with customers
- Booking Flights/Hotels for administrators
- Managing employees
- Checking inventory
- Time Cards
- MRB
- Purchasing material
- Shipping
- Deliveries

MEDICAL OFFICE CLERK, MAXIMO NIVEL CLINIC: CUZCO, PERU - OCTOBER -
NOVEMBER 2018

Responsibilities:

- Taking blood pressure
- Weighing and measuring height of patients
- Checking for fever

- TB tests
- Taking blood
- Testing blood and stool for parasites/diseases
- Administering vaccines
- Suturing wounds

DRIVER, UBER EATS: LOS ANGELES, CA – 2018-PRESENT

Responsibilities:

- Picking up and delivering orders

EDUCATION

LOYOLA MARYMOUNT UNIVERSITY, LOS ANGELES, CA – BIOLOGY, 2020

SKILLS

- Have traveled to 40 countries, 10 of which I was traveling to as an ambassador
- Have tutored children in science, math, English, and other subjects
- Have worked with disabled children
- Certified in CPR
- Can speak English, Portuguese and Spanish