

frankiedirden45@gmail.com

661- -

Bakersfield, CA

### Skills

- Typing 40NWPM
- 10-key (1212.875CSPM)
- Data Entry
- Office Administration
- Strong interpersonal skills
- Problem Solver
- Sensitive material handling
- MS Word, Excel, Access, Power Point
- Scheduling
- Call handling

### Education And Training

06/2025

**High School Diploma**

**Foothill High School**

Bakersfield, CA

**Some College (No Degree)**

Business Administration

**Bakersfield College**

Bakersfield, CA

### Languages

**Korean:**



Elementary

# Frankie Dirden

### Summary

Highly motivated, with a desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

### Experience

**Ashmore & Gray CPAs- Administrative Assistant**

*Bakersfield, CA*

*11/2023 - 2024*

- Organized and maintained filing systems for physical and electronic documents, ensuring accuracy and confidentiality of records.
- Greeted visitors in a professional manner, responding to inquiries and directing them to appropriate personnel.
- Managed incoming calls while providing information or transferring callers to appropriate personnel.
- Cleaned office and Maintained office supplies inventory by checking stock to determine inventory level; anticipating needed supplies.

**KworldDesignsShop- Business Owner**

*Bakersfield, CA*

*04/2023 - Current*

- Created custom products for customers.
- Established partnerships with other businesses in related industries for mutual benefit.
- Monitored customer feedback and implemented changes based on their suggestions.
- Photographed products for sale and posted pictures online to increase visibility and showcase current product availability.
- Monitored financial objectives and prepared budgets according to projections.
- Organized events, to promote the sale of products.

### Accomplishments

- Early College Visionary Conference- presentation over the Penelakut Island and representing Foothill High
- advocate for sibling at kern regional center for services pending discontinuation. prepared speech, enrolled self on list for public comment, presented at the meeting and the executive director of kern regional Enrique Roman met with me afterwards to express his admiration for my speech and offered words of encouragement to continue the impactful work I was doing. The services were restored, and he contributed his decision partly based on my presentation.
- Acted on many occasions as assistant secretary, to the Secretary (Lisa Valles 661-541-8549) and helped prepare and send out official documentation and letters to tribal members of TBYI.

### Activities And Honors

- Event Coordinator
- Charter Member/ Dance Club Captain
- Keep Bakersfield Beautiful Volunteer