

Enigma Valdez

Intuitively detail-oriented compliance professional combining a unique background in strict regulatory records management with database skills to accurately audit, organize, and route sensitive agreements. Seeking to leverage my proven ability to resolve complex document discrepancies to optimize provider contracting operations at Astrana Health.

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WORK EXPERIENCE

Extern.com Amazon (Externship)

Operational Strategy & People Analytics Extern

Aug 2026 - Present

- Audit and reconcile multi-variable operational datasets across internal systems using intermediate Excel formulas and data-scrubbing techniques.
- Investigate reporting anomalies and track workflow metrics to support operational decision-making and ensure accurate data distribution.
- Leverage proprietary software applications and structured research to resolve vague or missing information in operational logs.

Fast 5 Express Carwash

Operations Attendant & Cashier

June 2026 - Present

- Manage high-volume daily customer transactions and balance point-of-sale (POS) registers with high accuracy.
- Maintain steady workflow in a fast-paced environment, coordinating multi-step service procedures and enforcing strict workplace safety standards.
- Interface with customers and team members daily to resolve service inquiries quickly and maintain organized facility logs.

LA Superior Court House / Pasadena Court House Family Law Self-Help Center

Administrative & Records Volunteer (Previous role)

Jan 2015 - March 2020

- Prepared, assembled, and systematically routed confidential legal case files and agreements across multiple court divisions.
- Investigated incomplete files and missing documentation, collaborating with internal departments to track down required signatures and records.
- Maintained organized physical and digital archives, ensuring strict compliance with judicial record retention and confidentiality standards.

Internal Revenue Service (IRS)

IRS Volunteer Tax Preparer & Compliance Volunteer

2019

- Verified sensitive taxpayer identification numbers (SSNs, ITINs, and employer Tax IDs) against legal source documents before processing.
- Conducted exhaustive discrepancy checks on complex financial statements and intake forms, ensuring 100% adherence to IRS privacy and confidentiality mandates.
- Maintained accurate digital records and assisted taxpayers with document completion to prevent processing delays and rejection errors.

EDUCATION

Calbright College

Data Analytics Certificate (In Progress)

Google Data Analytics

Data Analytics Professional Certificate (In Progress)

Santa Monica College

Associate of Science in Computer Science (In Progress)

- Law Pathway Certification (2025) Participant, SMC Law Pathway Program (Focused on legal research, writing, critical analysis, and regulatory compliance frameworks)

SKILLS

- German language (read, speak, write)