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Objective

To obtain a position where I can strengthen my skill and obtain new skills with room for advancement.

Abilities

- * Food Prep
- * Knowledge in Microsoft Word
- * Secretarial Duties
- * Computer Literate
- * Bilingual

Employment History

Lead line server, Food Preparation and Serving Related Workers, All Other

12/2012 - 08/2013 Camp Food Service

Dublin, CA

- * Food Prep
- * Organised food service line
- * Sanitized work area

Law Library Clerk, Library Assistants, Clerical

02/2010 - 02/2011 Geo

San Diego, CA

- * Microsoft Word
- * Secretarial duties (Alphabetical filing)
- * Inventory
- * Book binding

Home Health Aide, Home Health Aides

08/1999 - 10/2004 H.H.A individual contractors

SANTA CRUZ, CA

- * Full personal care for the elderly
- * Shopping needs
- * Escorted to medical appt
- * Hygiene care
- * Care provider

Education History

Issuing

Location Qualification

Course of Study

Institution

CalJOBS
Education

CA

General Educational Development
(GED) Certificate

General High School
Curriculum

Some post high school , Certified Nursing Assistant Certificate

Certification Title**Issuing Organization****Completion Date****Resume Free Text**