



Jules Castro &lt;jules@acrobotoutsourcing.com&gt;

## Cooks & Dishwashers... APPLY TODAY for full-time or part-time work!! (Santa Clara, Mt. View, Sunnyvale)

1 message

Joanna Lazaro &lt;jlazaro38@yahoo.com&gt;

Fri, Nov 8, 2013 at 2:06 PM

Reply-To: Joanna Lazaro &lt;jlazaro38@yahoo.com&gt;

To: "recruitingsj@acrobotoutsourcing.com" &lt;recruitingsj@acrobotoutsourcing.com&gt;

### Joanna M. Lazaro

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**Objective:** Seeking a challenging, progressive position, utilizing abilities developed my education and experience.

<b>Education</b>	2012	Bay Area Medical Academy Phlebotomy	San Francisco CA
	2006 –2007	Professional Culinary Institute	Campbell, CA
	2004 – 2005	Hospitality Courses/ Mission College	Santa Clara, CA
	1998 – 2002	Silver Creek High School	San Jose, CA

<b>Experience:</b>	04/3/2013 –04/30/2013	Palo Alto Medical Foundation	Mountain View, CA
<p>Phlebotomist</p> <ul style="list-style-type: none"> <li>• 4 weeks 160hours of externship</li> <li>• Practice using straight needle and butterfly techniques in order to draw patients blood threw veni puncture</li> <li>• Assist with pediatric draws</li> <li>• Practice drawing from adolescence to geriatrics</li> <li>• Assist with Urgent Care, Surgery center And Family Center inpatient draws</li> <li>• Learned what tubes to be used with test</li> <li>• Provide comfort with patients and assisted with their needs</li> </ul>			

3/08 –02/2012	Guckenheimer	San Jose, CA
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#### Cook

- Pantry Chef
- Prepare pizza to order in brick oven
- Catering
- Prepare/setup/take down catering from 4-300 quest
- Pre-assist with kitchen stations
- Maintain station and uniform cleanliness
- Practice food and kitchen safety.
- Work at food line during lunch hours
- Interact pleasantly, cordially and professionally with customers

06/05-11/07	Bon Appetite Palm/Intel	Sunnyvale, CA & Santa Clara CA.
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#### Cook

- Prepare salad & deli bar stations slice meat & cheese & prepare dressings as needed
- Assist in catering as needed
- Prepare pizzas from scratch (from dough to sauce) on scheduled days
- Prepare up to 10 gallons of soup daily from scratch and fresh ingredients

- Prepare/cook meals for employees of Palm, Inc.
- Assist in preparing the grill, exhibition and classic stations
- Cook to order in the grill station for breakfast & lunch
- Maintain a clean station & uniform and practice proper hygiene
- Work at food line & multiple stations during lunch periods
- Assist with cash register and balancing of daily income
- Interact in a professional manner with customers

09/03 – 01/05 Corazon's Residential Care Home Oakland, CA

**Caregiver/Cook**

- Prepare and cook balanced meals for elderly residents
- File and organize paperwork as needed.
- Assist residents with their various needs such as medication and intake, grooming and hygiene
- Schedule and assist clients with their medical appointments
- Make transportation arrangement for clients for their personal errands

03/01 – 07/01 Mission dela Casa San Jose, CA

**Administrative Receptionist**

- Ensure excellent client service, assisting patrons with their inquiries
- Exhibit friendly, courteous and professional phone calls
- Assisted in scheduling appointments and meetings
- Plan and coordinate inter-departmental social events as well as interacting with elderly residents
- Ability to use Windows 95-98, email forms and letters including photocopying, faxing and filing

10/00 – 03/01 New Star Beauty Supply San Jose, CA

**Sales Associate**

- Responded by assisting clients with purchases and resolving all inquiries
- Operated cash register and all cash transactions, i.e. refunds, credit Returns, etc.
- Involved in stock control for goods received

**Certificates:** ServSafe Certification # 3897290

AMERICAN HEART ASSOCIATION CPR/AED Certified

Certified Phlebotomy Technician I certificate # CPT64801

**Reference:** Upon request.