



Jules Castro &lt;jules@acrobatoutsourcing.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@acrobatoutsourcing.com" &lt;recruitingsj@acrobatoutsourcing.com&gt;

### Joanna M. Lazaro

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Email: [jlazaro38@yahoo.com](mailto:jlazaro38@yahoo.com)

**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

**Experience:** 04/3/2013 – 04/30/2013 Palo Alto Medical Foundation Mountain View, CA  
Phlebotomist

- 4 weeks 160 hours of externship
- Practice using straight needle and butterfly techniques in order to draw patients blood thru venipuncture
- Assist with pediatric draws
- Practice drawing from adolescence to geriatrics
- Assist with Urgent Care, Surgery center And Family Center inpatient draws
- Learned what tubes to be used with test
- Provide comfort with patients and assisted with their needs

3/08 – 02/2012 Guckenheimer San Jose, CA  
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.  
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.