

Zoraya Del Rio

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OBJECTIVE: To obtain a challenging position utilizing my skills and extensive customer service experience towards the success of a company

GENERAL QUALIFICATIONS

- Bilingual English and Spanish
- CPR certification
- Extensive experience working with a variety of people
- Excellent Computer skills

PERSONAL SKILLS

- Dependable
- Positive attitude
- Punctual
- Honest
- Compassionate
- Good Listener
- Professional
- Patient
- Self starter
- Dedicated

WORK EXPERIENCE

San Jose Family Camp- Groveland, CA

2012-2013

Kitchen employee

- Helped in other areas to get the job done more efficiently
- Welcomed campers, served their food
- Supervise food safety
- Maintained high standards of customer service during high-volume, fast-paced operations.
- Resolved complaints promptly and professionally.

Las Colinas Medical Group – San Jose, CA

2012- 2012

Medical Assistant Internship

- Roomed in patients
- Took vital signs
- Charted patient complaints and progress
- Measured glucose
- Assisted in ear irrigation
- Gave directions to patients
- Positioned patients for medical procedures

Ross – Santa Clara, CA

2010 - 2011

Stock Room Associate

- Assisted customers in finding the right products
- Processed customer shipments and damages
- Transferred and received merchandise
- Assisted store staff in daily store operations

Subway – Santa Clara, CA

2008 - 2010

Cashier and Customer Service

- Greeted customers and prepared food
- Operated cash register, handled money and all aspects of closing
- Followed procedures for safe food preparation, assembly, and presentation.
- Built loyal clientele through friendly interactions and consistent appreciation

EDUCATION

Big Bend Community College

2012- 2013

Worked on pre-requisites for nursing

National Certified Medical Assistant

2012

Certificate in Medical Assisting

Certificate in Bookkeeping

Central County Occupational Center– San Jose, CA

- Leadership Certification
- Outstanding Student Award
- Perfect Attendance Awards

High School Diploma

2008

Adrian Wilcox High School– Santa Clara, CA