

O'Krisha Ashley  
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**OBJECTIVE:** To secure a position as a House Keeper.

**Education/Training:**

- Basic medical and office procedures including customer service skills, medical terminology, written communications and mail processing.
- Administrative medical assisting including medical billing and coding, scheduling, insurance claim forms, and checking in and checking out patients.
- Health Management including knowing and taking patient vital signs.
- Training in Medisoft to process billing and coding.
- Skilled in use of EHR (Electronic Health Records).

## WORK EXPERIENCE:

Food Preparer McDonalds, Belmont, CA 2011

- Washed, peeled, and sliced various foods such as fruits, vegetables, and meat for burgers, sandwiches, and salads.
- Stored food supplies, equipment, and utensils in refrigerators and other designated storage areas to ensure freshness and preventing spoilage.
- Prepared a variety of burgers, sandwiches and salads according to customers' orders while following the proper procedures to accommodate custom orders.
- Cleaned and sanitized work areas, equipment, containers, and utensils.

## Sale Associate

Macys, Palo Alto, CA 2012

- Finding products that match customers' needs.
- Stocking racks and shelves, marking prices.
- Prepared displays and took inventory.
- Always met allocated sale goals.

### Caregiver

## Saint Claire's Nursing Center, Sacramento, CA

2010

- Performed healthcare-related tasks and personal hygiene assistance such as feeding, walking, and grooming.
- Administered bedside care such as physical assistance and feeding elderly patients.
- Built strong relationship with coworkers, managers, supervisor, and clients.
- Managed records of progress and reported changes of patient's condition to manager and/or supervisor.

Library Assistant

Belmont Library, Belmont, CA

2010

- Processed books and audiovisual materials for checkout using a computer.
- Provided clerical assistance to librarians such as the maintenance of books, filing, typing, photocopying, and sorting.
- Assisted patrons to locate specific library materials such as books, audiovisuals, magazines, newspapers, and other materials.
- Answered routine inquiries and questions such as using reference sources, card catalogs, automated information systems, finding resources, etc.

**EDUCATION:**

H.S. Diploma at Lodi Adult School, Lodi, CA

**References Available Upon Request.**

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**SUMMARY:**

- Excellent knowledge to take care of culinary facilities, equipment, materials and supplies.
- Over 2 years experience in the food service field.
- SafeServ Certified
- Able to manage all cleanliness regarding to kitchen equipment and work areas.
- Able to work in flexible schedules according to the requirements.

**EXPERIENCE:**

**The Corner Bakery, Palo Alto, CA**

**Cashier/Barista, 2013 – 2014**

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Assist customers by providing information and resolving their complaints.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
- Greet customers entering establishments.
- Answer customers' questions, and provide information on procedures or policies.

**Macy's, Palo Alto, CA**

**(Seasonal)Sale's Associate, 2012 – 2013**

- Answer customers' questions about merchandise and advise customers on merchandise selection.
- Itemize and total customer merchandise selection at checkout counter, using cash register, and accept cash or charge card for purchases.
- Take inventory or examine merchandise to identify items to be reordered or replenished.
- Pack customer purchases in bags or cartons.
- Stock shelves, racks, cases, bins, and tables with new or transferred merchandise.

**Saint Claire's Nursing Center, Sacramento, CA**

**Caregiver, 2010 – 2010**

- Maintain records of patient care, condition, progress, or problems to report and discuss observations with supervisor or case manager.
- Check patients' pulse, temperature, and respiration.
- Provide patients with help moving in and out of beds, baths, wheelchairs, or automobiles and with dressing and grooming.

**Belmont Library, Belmont, CA**

**Library Assistant, 2009 - 2010**

- Instruct patrons on how to use reference sources, card catalogs, and automated information systems.
- Open and close library during specified hours and secure library equipment, such as computers and audiovisual (AV) equipment.
- Locate library materials for patrons, including books, periodicals, tape cassettes, Braille volumes, and pictures.
- Answer routine inquiries, and refer patrons in need of professional assistance to librarians.

**EDUCATION:**

**Lodi Adult School, Lodi, CA**

**H.S., Diploma**

**Medical Office Assistant, Menlo Park**

**Certificate, Medical Office Assistant, 2013**