

- 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

- 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.

Okrisha Ashley
East Palo Alto, CA 94303
Cellular 650-921-6191
Okrisha_Ashley@yahoo.com

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