

Lita Adriana Napan
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Objective: Seeking full-time position as a clerk, and/or administrative front office receptionist.

Knowledge/

Skills: Bilingual (fluent both in Spanish and English)
Strong writing and verbal communication skills.
Efficient in many computer programs and capable of learning new programs quickly.
Able to respond with critical awareness to challenging situations.
Work successfully independently or with a team.
Hard working, dedicated and demonstrates good communication skills as well as punctuality.

Education: **Central County Occupational Center (CCOC)-**
Medical Assisting Terminology 08/2012- present

De Anza College/ Foothill College-
Majoring in Spanish Interpreting 09/2006- 07/2009

Mountain View Academy- High School Diploma 03/2001- 05/2005

Work

Experience: **Fry's Electronics** Sunnyvale, Ca 11/2009- 05/2010
Customer Service Associate-
Assisting customers by making sure they have the right product and answering questions to my best knowledge, help transfer data from books to computer for the manager in charge, perform monthly inventory on store merchandise, and helping every department by translating Spanish.

Home Care Company Merced, Ca 04/2009- 10/2010
Home Patient Care taker-
Responsible for the mental and physical support of elderly patient; making three meals a day, assist patient to change cloths, take baths, picking up medication, do laundry, moving patient from bed to chair or vehicle to take to appointments, picking up mail and answering calls, but most important making sure that the environment is kept positive and clean for patient.

Jamba Juice Mountain View, Ca 02/2005- 02/2009
Lead Shift Manager-
Provide Prompt and quality customer service, including; daily back deposits, inventory, making schedules, delivering orders to local schools (Go- Go's), helping employees with cashier duties, and making sure my shift is well done and well maintained for next manager in charge.

References are available upon request