

Acrobat

outsourcing

Your Hospitality Staffing Professionals

665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Brenda White
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Phone number: (415) 685-7866

Working Experience:

Company Name: Central city older Adults

Dates of Employment: 10/15/3/16

Job Responsibility:

- answered phones
- greeted clients
- maintained patient files
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Company Name: Seniors At Home

Dates of Employment: 6/14 - 3/15

Job Responsibility:

- prepared Breakfast
- light House Keeping
- did laundry
- took four walks

Company Name: Palo Alto Med Board.

Dates of Employment: 7/09 - 12/09

Job Responsibility:

- answered phones for clinic
- paged doctors for emergencies
- maintained on-call schedules
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{ at same time
work for IHSS taking
care of mom.
2/08 - 3/12 }

Skills

- Microsoft Word, Excel, Outlook, typing.
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