

**Dorothy Rene Wilson**  
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**Summary**

10+ years of in home care providing. Quick learner, team player as well as a self-starter and excellent communication skills- both verbal and written.

**Objective:** To obtain a position that I can grow and be productive in, with room for advancement.

**Skill Set**

Proficient in care providing support services that affectively produce excellent customer care to the client.

**Employment History**

**In Home Support Service, San Jose, CA** **2001-2014**

**Care Provider/ Personal Aid** - Duties include but are not limited to the client list provided by IHSS needed to expedite customer care. Duties such as house keeping, meal prep, medication administration, food and clothes shopping, personal classes, light gardening, book keeping, bill pay, bathed and dressed.

**Reynolds Recycling Center, Milpitas, CA** **2012-2012**

**Sorter**- Duties included separating paper, plastic, cardboard, aluminum, bottles, etc. as directed.

**Cost Plus World Market, San Jose, CA** **2006-2007**

**Warehouse Stocker**- Duties included but not limited to loading and unloading trucks, stock shelves, take inventory, and properly fill out all needed logs.

**Metallic Corp., Sunnyvale, CA** **2000-2004**

**Quality Analysis and Control**- Duties included testing all products then giving a grade as to where the product was or was not acceptable for use. Managed and controlled product inventory.

**Education**

W.C. Overfelt

H.S. Diploma **1981**

**References provided upon request**