

Sandra Coreas

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(415) 378-1732

Customer Service

- ◆ Bilingual in Spanish
- ◆ Quick Learner
- ◆ Reliable

Applebee's Fisherman's wharf

Host

Typical responsibilities include meeting, greeting, and seating guests, taking and making reservations, running food to tables, and answering questions about menu items and other general inquiries.

Buena Vista Manor House

Caregiver

Provided transportation, assistance and companionship to clients. Assisted with transferring residents in and out of wheelchairs and adaptive equipment. Administered simple range of motion exercises. Facilitated games and other activities to engage clients. Documented resident records on daily flow sheets.

Western Dental

Receptionist

Greeted and prepared patients for dental examinations. Handled and processed confidential patient information. Contacted insurance providers to verify correct insurance information and authorization for proper billing. Scheduled and confirmed appointments.

Eye Carumba Optometry

Receptionist

Greeted and prepared patients for examinations. Accurately collected and recorded patient medical histories. Contacted insurance providers to verify correct insurance information and authorization. Verified details of transactions, including funds received and total account balances.

Educational Background

2008 Arriba Juntos

Certification In-Home care

2008 C.P.R Pros.

Certification C.P.R

2007 San Mateo Adult

Certification G.E.D