

# JESSICA TAYLOR

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I am currently looking for a position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively.

## EXPERIENCE

2018 – 2018

### **LAUNDRY ATTENDANT, THE LAUNDRY CO.**

While maintaining a clean, safe environment, I checked in the customers for the laundry service. I sorted, washed, dried and folded the customers laundry. I took care of all transactions, cash or card, and checked the customers out. I helped the customers in the laundry facility. I opened and closed the laundromat.

2017 – 2017

### **DISHWASHER/SERVER, ACROBAT OUTSOURCING**

I accepted jobs including various duties, but not limited to, dishwashing, serving, plating orders, bussing tables, serving drinks, grille/line cook and helping the sous chef and executive chefs cook. All the while keeping a safe and clean space.

2016 – 2017

### **CUSTOMER SERVICE CONCIERGE, BLUE SHIELD OF CA**

I took the VIP member's calls and assisted with anything the client needed. Such as, helping with what is covered, or not covered within their healthcare plans, assisted with making various doctor appointments, calling offices on their behalf, filling out information, as well as various office tasks.

2015-2016

### **CARE PROVIDER, HARLOW'S HELP AT HOME**

Care providing included many daily responsibilities but not limited to, house-hold chores, laundry, cooking and serving the clients, assisting in bathing, assisting in helping with daily exercise, driving to/from grocery stores, doctor's offices, appointments, and companionship. I did 24-hour care, 12-hour care and part-time care, as well as hospice care.

2012-2015

### **CARE PROVIDER, A HELPING HAND LLC.**

Care providing included many daily responsibilities but not limited to, house-hold chores, laundry, cooking and serving the clients, assisting in bathing, assisting in helping with daily exercise, driving to/from grocery stores, doctor's offices, appointments, and companionship. I did 24-hour care, 12-hour care and part-time care, as well as hospice care.

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**SKILL'S:** I HAVE MANY SKILLS FOR THE WORKPLACE BUT NOT LIMITED TO, ADAPTABILITY, GREAT COMMUNICATION SKILLS, I HAVE A WILLINGNESS TO LEARN, I WORK VERY WELL WITH A TEAM OR CAN WORK WELL ALONE.

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