

Precious D. Jetson  
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Victorville, Ca 92395  
PreciousJetson@gmail.com  
(909)461-7902

**Objective:**

To seek a entry level position in a company I can develop greater skills in communication, people, and company interactions. To be a asset to a company through my skills of working in public and training.

**Qualities:**

Self Motivated, Goal Orientated, Dependable, People Friendly, Very Considerate of others being, feelings, and possessions.

**Education:**

Garey High School 2006-2010

- Office Assistant
- 3.5 GPA & higher

Pomona,Ca 91766 Graduated

American Career College; *Medical Assistant* Graduate 2010-2011

- Proficient in computer skills
- CPR
- HIPAA
- OSSHA
- Phlebotomy instructions

Ontario,CA 91764

MT. Sac 2011-2012

Walnut, CA 91789

Transfer to

Victor Valley College; Currently attending obtaining an Associates in psychology intending to transfer to a 4 year University to obtain a bachelor's degree in the near future.

# **Precious Jetson**

## **Customer Service**

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### **WORK EXPERIENCE**

#### **Crew Trainer**

McDonald's - Victorville, CA - November 2014 to Present

Train Crew, Insure all safety and food handling precautions are being enforced, Help managers run restaurant, Assist with customer complaints, SOC's

#### **Customer Service**

Prime Time Magazine - December 2011 to September 2014

Answer phones, Respond to emails)

#### **Babysitter/Tutor**

Claremont, CA - May 2011 to June 2013

(Sports events, Summer events)

#### **Stocker**

Bloomsfield Bakery RE - Irwindale, CA - May 2012 to June 2012

Packer and labeler

#### **Medical Assistant Intern**

Claremont medical center - Claremont, CA - May 2011 to June 2011

(EKG'S, CBC'S, Glucose Checks, Spectrometry, Pregnancy Test, Blood Draws, Answer Telephones, File, Pull Charts, Schedule Appointments, Injections, Vital Signs, Tray Set Up, Patient Room Set Up, Urinalysis, Draping & Positioning, Bandaging, First Aid, Ear Lavage, Physical Exams, Prescription Ordering and Type 45 WPM)

#### **Medical Record Assistant**

Pomona Valley Medical Center ROP - Pomona, CA - September 2008 to February 2009

Medical records assistant. Data entry.

### **EDUCATION**

#### **Medical Assistant**

American Career College - Ontario, CA

**Experience:**

**Pomona Valley Medical Center ROP**

*Medical Record Assistant (Indexing, Inserting, Coding, Sorting, Storing)*

September 20098- March 2009

Pomona, CA 91766

**Claremont Medical Center**

*Medical Assistant Intern Student (EKG'S, CBC'S, Glucose Checks, Spectrometry, Pregnancy Test, Blood Draws, Answer Telephones, File, Pull Charts, Schedule Appointments, Injections, Vital Signs, Tray Set Up, Patient Room Set Up, Urinalysis, Draping & Positioning, Bandaging, First Aid, Ear Lavage, Physical Exams, Prescription Ordering and Type 45 WPM)*

May 2, 2011 - June 7, 2011

Claremont, CA 91711

**Child Care (Sports events, Summer events)**

December 2011 - September 2014

**Prime Time Magazine**

*Customer Service ( Answer phones, Respond to emails)*

July 2011 - April 2012

**Bloomsfield Bakery RE: Optumes**

*Stocker(Packer and labeler)*

May 11, 2012 - June 12, 2012

Irwindale, CA 91702

***McDonald's; Sanchez Corporation***

*Crew Trainer( Train Crew, Insure all safety and food handling precautions are being enforced, Help managers run restaurant, Assist with customer complaints, SOC's*

**Certificates:**

**County Of San Bernardino certified food handlers worker card**

Completion: December 12, 2014

Verification number: IVNV/R0A3MS

**References:**

**Available Upon Request**

**2010 to 2011**

**Garey High School - Pomona, CA**  
**2006 to 2010**

**Associates in psychology**  
**Victor Valley College - Victorville, CA**  
**2014**

**CERTIFICATIONS/LICENSES**

**Food Handler**  
**December 2014 to December 2017**