

**Gabriel Smith**  
**3943 North H Street Apt. #219**  
**San Bernardino, CA 92407**  
**(909) 269-7163**  
**[gabbislicc@gmail.com](mailto:gabbislicc@gmail.com)**

**Objective:**

**Qualifications:**

- **Excellent Customer Service and Organizational Skills**
- **Open Availability and Flexible**

**Experience:**

**03/16 to 05/16**

**Inland Pain Clinic**  
***Medical Assistant Externship***

**San Bernardino, CA**

- Assisted Drs. and Physicians with patient treatments and procedures
- Performed daily tasks of recording and charting patient vitals
- In-house laboratory duties such as sterilizing and sanitizing instruments used for biopsy's and other medical procedures
- Prepared and labeled specimens that were to be sent out to various laboratory company's
- Received phone calls, scheduled and confirmed appointments and relayed messages from patients to providers on a daily basis

**12/09 to 06/15**

**Mrs. Peterson**  
***Child Care Provider***

**San Bernardino, CA**

- Made bottles germ-free, prepared formulas, dressed and changed diapers
- Went together with child on outings to the park and other fun activities
- Held up child's emotional and communal development, encouraging understanding of others and optimistic self-concepts
- Prepared meals for child and controlled rest periods
- Carried out housekeeping duties for example laundry, errands, cleaning, dishwashing, and changing of linens

**02/08 to 05/11**

**Ms. Tilisa**  
***House Keeper***

**Highland, CA**

- Performed various residential housekeeping duties including mopping tile and wood floors, bathrooms and kitchens
- Cleaned walls, dusted and cleaned surfaces and provided extra care to kitchen appliances
- Utilized non-allergenic smelling air fresheners to leave residences smelling as terrific as they looked
- Provided trustworthy and reliable residential housekeeper services
- Efficiently completed all tasks, maintained an updated list of cleaning supplies

**12/06 to 01/08**

**Faith Temple Church**  
***Usher***

**San Bernardino, CA**

- Greeted guests in a friendly and timely manner, handed them their weekly bulletin and assisted them with seating
- Served food to guests on special occasions

**Education:**

**Magnum Security**

**San Bernardino, CA**

**Guard Card**

**Concorde Career College**

**San Bernardino, CA**

**Medical Assistant Certificate/CPR**