

Gabriel Smith
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Objective:

Qualifications:

CUSTOMER SERVICE REPRESENTATIVE

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

Experience:

03/16 to 05/16

Inland Pain Clinic

San Bernardino, CA

Medical Assistant Externship

- 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

San Bernardino, CA

Child Care Provider

- 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

Highland, CA

House Keeper

- 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

San Bernardino, CA

Usher

- 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