

OBJECTIVE

Energetic individual with solid work ethics. Enjoy working with people, the ability to multi-task. Capable of working in a fast pace environment and be well organized.

Authorized to work in the U.S for any employer

WORK EXPERIENCE

- 4/2017- PRESENT** **Meridian Gardens- Riverside, CA**
Assist Residents in daily activities, grooming, toilet assist, meal prep,
Feeding, client charting and light housekeeping/maintenance
- 11/2016- 4/2017** **Aims Insurance – Moreno Valley, CA**
Sales, process payments. Upload policies, data entry, answer phones,
Greet customers, courtesy calls, retention control, and customer service
- 02/2013-11/2016** **Sun City Gardens – Sun City, CA**
Sanitation, mopping, sweeping, dusting, laundry, and sterilization
- 10/2008-02/2016** **Basic Occupational Training – Perris, CA**
Client charting, toileting assist, answer phones, behavior modification,
Data entry, transportation assist, event planning, assist activities,
Functional assessments, light housekeeping and meal prepping
- 08/2012-02/2015** **Gifted Hands Beauty Bar- Riverside, CA**
Answer phones, greet customers, inventory, sales, light maintenance,
Filing, faxing, cash handling, and quality up keep
- 01/2005- 12/2005** **Sales Associate- Moreno Valley, CA**
Assist customers, answer phones, cash handling, inventory, stocking,
Sales, set displays, light maintenance, customer service and key holder