

ESMERALDA MUNOZ

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OBJECTIVE

Active and outgoing individual with excellent multi-tasking and time-management skills seeking opportunity to contribute to any working place. Providing great energy and a fun loving attitude. Enjoying helping others to provide a great working experience for everyone.

EDUCATION

Degree in process | Mesa College. San Diego, CA

AUGUST 2017- CURRENT

Taking one short term class.

Diploma | Elsie Allen High School. 599 Bellevue Ave Santa Rosa, CA

AUGUST 2010 - MAY 2014

I graduated with a 3.0 GPA and became CERT certified.

EXPERIENCE

Data Entry | We Like To Move It. 619-727-0816

APRIL 2016 – CURRENT

Basic data entry for clients using Excel and Adobe. Helped organize appointments and sent invoices.

Caregiver | IHSS, 3725 Westwind Blvd. Santa Rosa, CA. 707-565-5700

MARCH 2015 - APRIL 2016

I would keep her home/ work area clean, keep her organized, and motivated. I prepared meals, and make sure that her medication is filled. I would remind her to take the medicine with food and the proper time.

SKILLS

- Customer Service
- Organized
- Can follow instructions easily
- Friendly and driven personality
- Bilingual