

CORTNEY PERALTA



CORTNEYPERALTA90
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415-261-5434

OBJECTIVE

I am seeking a job in management.

SKILLS

I am highly motivated and love to stay busy. I have what it takes to be assertive, yet respectful when it comes to giving direction. My communication skills are excellent and I'm all about teamwork.

EXPERIENCE

2 BUDS BBQ

January 2017-July 2017

Opened restaurant by myself. Prepped and cooked all meat on BBQ's, as well as sides. Took meal orders, ran register, and prepared plates. Prepped and prepared large catering orders.

IN HOME SUPPORT SERVICES

February 2012-July 2017

Cared and supported quadriplegic patient. Helped manage money and pay bills. Hired, interviewed, trained, and overlooked all new employees for patient.

EDUCATION

HIGH SCHOOL DIPLOMA

Red Bluff High School

Graduated over a year early with a 3.2 GPA. Was part of several college prep classes, tutored middle school students, and was a teacher's assistant two semesters.

DEGREE NOT YET COMPLETED

Shasta College

Will have a business degree in one year.

VOLUNTEER EXPERIENCE OR LEADERSHIP

I volunteered at The Salvation Army Adult Rehabilitation Center in Chico, Ca for several months assisting the Accountant there. I overlooked and reconciled all daily service logs and receipts as well as managed all employees' time cards and payroll.