

Lataya Robinson

50 Chumasero Dr. Apt 11-J San Francisco, CA 94132
415-309-6885 anatasiaevans@yahoo.com

SKILLS SUMMARY

In Home Caregiver

- Maintained records of patient care, condition, progress, or problems to report and discuss observations with supervisor or case manager.
- Checked patients' pulse, temperature, and respiration.
- Performed a variety of duties as requested by client, such as obtaining household supplies or running errands.
- Administered prescribed oral medications, under the written direction of physician or as directed by home care nurse or aide, and ensure patients take their medicine.
- Accompanied clients to doctors' offices or on other trips outside the home, providing transportation, assistance, and companionship.

Desk Clerk

- Greet, register, and assign rooms to guests of hotels or motels.
- Contact housekeeping or maintenance staff when guests report problems.
- Issue room keys and escort instructions to bellhops.
- Verify customers' credit, and establish how the customer will pay for the accommodation.
- Keep records of room availability and guests' accounts, manually or using computers.
- Review accounts and charges with guests during the check out process.
- Record guest comments or complaints, referring customers to managers as necessary.
- Compute bills, collect payments, and make change for guests.
- Transmit and receive messages, using telephones or telephone switchboards.

Barista/Concession

- Received payment by cash, check, credit cards, vouchers, or automatic debits.
- Prepared or serve hot or cold beverages, such as coffee, espresso drinks, blended coffees, or teas.
- Took customer orders and convey them to other employees for preparation.
- Cleaned or sanitize work areas, utensils, or equipment.
- Served food, beverages, or desserts to customers in such settings as take-out counters of restaurants or lunchrooms, business or industrial establishments, hotel rooms, and cars.
- Prepared bills for food, using cash registers, calculators, or adding machines, and accept payment or make change.

WORK HISTORY

In Home Caregiver

- In Home Supportive Services - California Department of Social Services

7 years

Desk Clerk

- Solutions SF, San Francisco, CA.

1 years

Barista/Concession

- Water World, San Francisco, CA.
- Juma Ventures, San Francisco, CA.

2 year

EDUCATION

High School Diploma, Olympic High School, Concord, CA