

# Lataya Robinson

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## 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

2 year

### **Barista/Concession**

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

## EDUCATION

High School Diploma, Olympic High School, Concord, CA