

Lorraine L. Valadez

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Skills

5 years of customer service, Dispute resolution, Dependability, Efficiency, Flexibility, Friendliness, Basic (PC) Computer Knowledge, Attention to Detail, Sales, Point of Sale Systems (pos) 4-5 yrs of caregiving, Leadership, Adaptability, Empathy and compassion well mannered and friendly individual with a positive attitude to work. Experience in fast paced environment, also works well under pressure

Experience

2009-2016 In Home Supportive Services/ Susanville, Ca

- Assist clients with personal care, including dressing, mobility, administering medication, personal hygiene, eating and transportation to doctor's appointments
- Monitor patient medications and update health charts
- Maintain open communication between families and health care professionals regarding client's medical and emotional condition
- Document and report any changes in client's health status
- Ensure highest client safety and well-being

2016-2016

Diamond Mountain Smoke Shop- Susanville, CA - Cashier

- Issued receipts, and change due to customers.
- Received payment by cash, check, credit cards, vouchers, and automatic debits.
- Established and identifying prices of goods, services and admission, and tabulated bills using calculators, cash registers, and opticals price guns.

2016-2016

Diamond Mountain Casino Susanville, CA- Hostess/Barista Coffee Bar

- Supervised and coordinated activities of dining area room personnel to provide fast and courteous service to patrons.
- Greeted guest escorted, them to table and provided menus.
- Responded to complaints of patrons..
- Prepared beverages and expedited food orders.

August 1996 - June 1999

Lassen Union High School Susanville, CA - *Diploma*