

ROBERTA LYNNE VERA HARRIS

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OBJECTIVE

To gain employment within an environment where I am able to utilize the skills I already possess as well as acquire new ones. I'm a fast learner and any skills I may lack, I more than make up for in my ability and willingness to learn them.

SKILLS & ABILITIES

- Microsoft Office Suite
- Extensive scheduling & calendaring
- Providing excellent customer service
- Answering multiple-line
- Maintaining electronic medical records
- Self-motivated
- Ability to work in a fast paced environment & meet deadlines
- Data entry, filing, faxing & copying

Experience

Tes Cook, UCDavis Tecero Dinning

Davis, CA

2018-Present

- Showing dedication to put out quality food, by inspecting and temping all food before it is served. Always maintaining a clean work station to prevent cross contamination. Ability to multitask by prepping a preparing food, all the while maintaining time management and adhering to chef & sous chef instructions.

Schedule, Learning Solutions

2018 - 2018

Sacramento, CA

- Daily scheduling of long-term staff and clients, daily communication with consultants and BCBA's for staff trainings, auditing staff schedules to ensure they are maintaining appropriate full-time or part-time status as well as the proper amount of drive time between clients, auditing client schedules to ensure they are receiving the correct of amount hours they are authorized, providing excellent customer services, all other duties as assigned.

CSR, USA North 811

2017 - 2018

Sacramento, CA

- Providing excellent customer service, answering multiple-line phones, mapping locations for property owners & state workers to break ground, submit location to utility companies for marking underground utilities, all other duties as assigned.

Benefit Advocate, United Healthcare

2016 - 2017