

Lorena Ruiz, Sacramento, Ca

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Objective

To obtain a position in Customer Service

Employment Experience

Server

Uptown

Cashier, Customer Service, Cleaning, Serving food, dishwasher

Sacramento, CA

September 2015 – 01/2018

Caregiver

IHSS

Prepared meal, cook, assisted and administer with medicine and clean

Sacramento, CA

June 2014 – September 2015

Cashier/Stocker

Home Depot

Customer Service, Operate register and credit card machine, handle cash
Assist customer questions and concerns about policy, procedure, and personnel, as well.
Complete other tasks assigned by the management team, such as stocking, organizing, or cleaning.
Work alongside managers and sales associates to ensure every customer enjoys a satisfying shopping experience.

Carmichael, CA

May 2014-December 2014

California Chiropractic

Medical Assistant

Answer phones

Processed medical records

Insurance verifications

Scheduled and confirmed appointments

Pulled and filed charts, obtained vitals, assisted patients with different therapy procedures

Carmichael, CA

October 2008 – September 2011

Dollar Tree

Cashier/Stocker

Customer service

Handle cash

Operate cash register

Stock and Re-stocked merchandise

Sacramento, CA

August 2007 – February 2008

Morse, Giesler, & Callister Law Office

Receptionist/Administrative

Answer 6 line

Alpha and numeric filing

Billed insurance companies, and provide other administrative duties.

Sacramento, CA

March 2006 – August 2007

Subway

Sacramento, CA

Assistant Manager

March 2005--April 2007

Customer Service
Operate cash register
Handle Cash
Prepare sandwiches
Ensuring smooth operation such as preparing food and sanitary food areas

Education

Maric College-Sacramento - Graduated: 10/2008
Medical Assisting Diploma Program
Sacramento, CA

Sacramento City College-In progress
Register Nurse
Sacramento, CA