

**Lorena Ruiz, Sacramento, Ca**

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916-241-5503

Lorenarug1988@gmail.com

**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**

Carmichael, CA

May 2014-December 2014

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.

California Chiropractic

**Medical Assistant**

Carmichael, CA

October 2008 – September 2011

Answer phones

Processed medical records

Insurance verifications

Scheduled and confirmed appointments

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

Dollar Tree

**Cashier/Stocker**

Sacramento, CA

August 2007 – February 2008

Customer service

Handle cash

Operate cash register

Stock and Re-stocked merchandise

Morse, Giesler, & Callister Law Office

**Receptionist/Administrative**

Sacramento, CA

March 2006 – August 2007

Answer 6 line

Alpha and numeric filing

Billed insurance companies, and provide other administrative duties.

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	Sacramento City College-In progress
<b>Medical Assisting Diploma Program</b>	<b>Register Nurse</b>
Sacramento, CA	Sacramento, CA