

Hortencia Cardenas

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Relevant Skills

- Organized and efficient
- Quick learner
- Reliable and flexible
- Bi-lingual (English/Spanish)
- Customer service oriented with cashiering experience
- Strong work ethic and very motivated

Experience

2017-2019	SAP Center	San Jose, CA
Food Preparation Associate		
Prepare for hot dog, nachos, popcorn, soda concessions. Fulfill concession orders. Clean concession area.		
2017-2018	Visiting Angels	Sunnyvale, CA
In-Home Service Provider		
Providing care to seniors in their home as well as assisted living centers. Primarily focused on personal hygiene, companionship, laundry and light housekeeping.		
2015-2017	Home Instead Senior Care	Gilroy, CA
In-Home Service Provider		
Providing care to seniors in their home as well as assisted living centers. Primarily focused on personal hygiene, companionship, laundry and light housekeeping.		
2006-2015	In-Home Supportive Services	San Jose, CA
Independent Provider		
Assigned to home of elderly. Responsibilities included preparing meals, helping with hygiene, taking to-and-from appointments, and cleaning home(s).		
2001-2005	Special Home Needs Services	Santa Clara, CA
In-Home Service Provider		
Assigned to home of adults and children with disabilities and special needs.		
Responsibilities included cooking, feeding, bathing, clothing, transferring, transportation, companionship, and housekeeping.		
2000-2001	Valley Transportation Authority	San Jose, CA
Administrative Support Clerk		
Responsible for answering telephones, document control, data entry, filing, copying, faxing, and sorting/distributing mail.		
2000	Flextronics	San Jose, CA
Office Support Clerk		
Answered phones, processed office paperwork, and distributed correspondence.		

Education