

# Hortencia Cardenas

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## Relevant Skills

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

## Experience

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**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

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