

# JENE CRAVANAS

(510) 746-6309 • Stockton, CA 95202  
mariecravanas@gmail.com

---

## Skills/Qualifications

---

- 2 years of customer service
- Driving, and delivery experience
- Computer Literate: MS Word, Excel, & PowerPoint
- Receiving and stocking inventory
- Janitorial skills
- Perform clerical duties daily
- Car experience
- Caregiving, and housekeeping experience
- Quick learner, helpful, organized
- Effective Communication Skills
- Maintain confidentiality of records relating to clients' file/case
- Cashier experience
- Cooking Experience

---

## Experience

---

**Motel 6***Front desk assistant/Housekeeping*

02/2019-07/2019

Tracy, CA

- Computer input
- Create schedules for orientation and training purposes.
- Create forms and brochures for guest
- Prepare training materials needed for daily instruction.
- Answered calls
- Cashier

**Staffing Network***Chefs Warehouse, SAS, Corts Furniture store*

11/2017-03/2019

Hayward, CA

- Janitorial services
- Worked on cars, took pictures, counted inventory
- Rearranged furniture, cleaned,
- Vacuumed
- helped with customers
- Assembled pieces
- Clerical work

**Methodology**

05/2017-10/2017

Concord, CA

*Prep Cook*

- Prepare food
- Cleaned, sorted, and box up food
- Delivered
- Took orders

---

## Certifications

---

**Dos Palos High School***Diploma*

Dos Palos, CA

**Alied Universal***Power to Arrest Certification*

Stockton, CA

**Alied Universal***Weapons of Mass Destruction*

Dos Palos, CA