

JENE CRAVANAS

(510) 746-6309 • Stockton, CA 95202

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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 <i>Front desk assistant/ Housekeeping</i>	02/2019-07/2019	Tracy, CA
<ul style="list-style-type: none">• 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 <i>Chefs Warehouse, SAS, Corts Furniture store</i>	11/2017-03/2019	Hayward, CA
<ul style="list-style-type: none">• Janitorial services• Worked on cars, took pictures, counted inventory• Rearranged furniture, cleaned,• Vacuumed• helped with customers• Assembled pieces• Clerical work		
Methodology <i>Prep Cook</i>	05/2017-10/2017	Concord, CA
<ul style="list-style-type: none">• Prepare food• Cleaned, sorted, and box up food• Delivered• Took orders		

Certifications

Dos Palos High School	<i>Diploma</i>	Dos Palos, CA
Alled Universal	<i>Power to Arrest Certification</i>	Stockton, CA
Alled Universal	<i>Weapons of Mass Destruction</i>	Dos Palos, CA