

# BERNADETTE COBOS

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## OBJECTIVE

Highly motivated and determined worker seeking opportunities to enter an organization where I can demonstrate my quick learning abilities while gaining the skills that will prove me to be a valued employee with growth potential.

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## SKILLS SET

- Bilingual in Spanish and English
  - Experience in Microsoft Word, Excel, and PowerPoint
  - Typing Speed of 50 WPM
  - Excellent Customer Service
  - Follows Direction Well
  - Multi-Task Oriented
  - Strong Interpersonal Skills
  - Team Player
  - Resourceful and Punctual
  - Friendly and Reliable
  - Adapts Easily
  - Observation Skills and Attention to Detail
  - Flexible and Adaptable
  - Works Great Independently
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## EDUCATION

### High School Diploma

*Sia Tech Charter High School*

February 2011  
San Bernardino, CA

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## EXTRACURRICULAR ACTIVITIES

### Softball Player

*Sia Tech Charter High School*

San Bernardino, CA

- Coordinated with the team with strategies and goals
  - Maintained constant communication within the team
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## EXPERIENCE

### Customer Service Volunteer

*Orange Senior Center*

10/2016 – 12/2016  
Orange, CA

- Assisted with managing patient schedules and ensure appointments were kept
- Performed housekeeping duties
- Assisted with meal preparations in the kitchen

- Kept patients client cares neat, clean, and free of safety hazards
- Assisted clients with daily living activities and personal grooming