

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.

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
- Flexible and Adaptable
- Works Great Independently
- Team Player
- Resourceful and Punctual
- Friendly and Reliable
- Adapts Easily
- Observation Skills and Attention to Detail

EDUCATION

High School Diploma

Sia Tech Charter High School

February 2011

San Bernardino, CA

EXTRACURRICULAR ACTIVIES

Softball Player

Sia Tech Charter High School

San Bernardino, CA

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

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