

Moniqua Ford

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My overall objective is to gain the knowledge and information needed to be competitive in the job market. I would like to obtain a position utilizing my skills and abilities.

Authorized to work in the US for any employer

Work Experience

Receptionist/ Caregiver

Covenant Living at Mount Miguel
September 2017 to Present

Duties: Answer phones; transfer calls, greet customers, schedule appointments, fax, closing, assist customers with questions, take payments, etc. / Caregiver: Helping residents with ADLs, light cleaning and housekeeping, dining sever, Taking meal orders, first aid responder

Reason for leaving: Still Present

Contact: Deborah Yost; 619.931.1114 DAYost@covliving.org

Sales Associate/ Cashier

Ross Dress For Less
November 2015 to Present

Duties: Sales floor, cash register, returns, stocking, greeter, fitting room , Front end supervisor

Contact: Paula , 619.463.0951

Customer Service

Captive Technologies, LLC
February 2013 to October 2018

Duties: Answering phones, inbound and outbound calls, filing, data entry, email, fax, Microsoft word, work with excel, creating company documents. Invoicing, orders, production, Shipment & packaging, communicating with vendors, marketing, accounts payable, deposits, mail

Reason for leaving: Job Advancement

Contact: Ed Radtke, ; 619.660.9100, Ed.Radtke@CaptiveTechnologies.com

Pool Attendant

Rancho San Diego Association
May 2013 to 2017

Duties: Greeter, opening and closing pool, Cleaning: pool, clubhouse and park area, Checking chemicals, clean pool deck, Enforcing rules, Answering questions and checking Residents in with Identification cards, Reason for leaving: New Management

Contact: Carol Johnson; 619.464.1221/619.460.1166, carolj@rsda.org

Education

None in Business Management

Cuyamaca College - Rancho San Diego, CA

August 2010 to 2013

Diploma

Mount Miguel High School

June 2010

Skills

- I have strong linguistic and critical thinking skills. I acquire proficiency in many business program applications and business communication documents. Some of the programs I worked with are Microsoft office Word, Excel, PowerPoint and some experience with Front Page. I have exceptional presentation skills with the ability to communicate clearly with poise and confidence. I am also a former representative of the Hospitality Travel and Tourism Management Program. I acquire office knowledge skills such as filing, organizing and answering phone calls as well. I am a very determined individual that loves to work hard. I am very dependable and always put forth my best effort in any task. I have the urge to work and be successful. I adapt well to many task and environment and I enjoy working with a diverse group of people. I have great time management and I have the abilities of a team leader.
- Care Giver
- Personal Care
- Touchtown
- Home Care
- Home Care
- Cold Calling
- Senior Care
- Accounts Receivable
- Personal Assistant Experience
- Dementia Care
- Accounts Payable
- Alzheimer's Care
- Laundry
- Cleaning Experience
- Hospice Care
- Memory Care
- Nursing
- Administrative Experience
- Office Management
- Hoyer Lift
- Event Planning
- Supervising Experience

Certifications and Licenses

CPR/First Aid