

Quiana Readen

Chula Vista, CA 91915

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Work Experience

Caregiver/Personal Assistant

Caregiver, Inc. - California

January 2018 to May 2023

Clean cook wash clothes give meds travel

Ace parking

Ace

April 2021 to December 2022

Lead of shift

Moving cars , keeping track of keys an paper work

Pizza Cook

Pizza Hut - Chula Vista, CA

March 2022 to May 2022

Doe prep

Sauce an cheese

Line cook

Cut an box

Front Desk Receptionist

Eastridge Workforce Solutions - Mira Mesa, CA

December 2018 to April 2021

Answering calls

Making appointment

Checking clients in

Filing papers

Shift Supervisor

Petco Park Stadium - San Diego, CA

May 2019 to March 2021

Stocking , placing people at there stations , making sure every location has what they need at all times ,paper work , cashing out inventory

Manufacturing Associate

Canyon Graphics - Mira Mesa, CA

August 2015 to November 2017

Assembly making the product , packaging the product , labeling .

Making sure the products in 100% QC checked

Administrative Assistant

Aerotek - San Diego, CA

March 2012 to October 2015

Making appointments or Canceling appointments

Setting the schedule

Greeting guests and getting them checked in

Arby's Crew Member

Arby's - Chula Vista, CA

January 2011 to August 2013

Drive -thru

Front or the house

Cashier

Hotel Valet

Ace Parking Management - Downtown

Education

Some College in Business

Southwestern College - Chula Vista, CA

June 2012 to December 2013

High school diploma

Otay Ranch Senior High School - Chula Vista, CA

January 2009 to May 2012

Skills

- Manufacturing
- Packaging
- Human Resources
- Administrative Experience
- Quality Control
- Order Picking
- Shift Management
- Shipping & Receiving
- Warehouse Experience
- Communication skills
- Hotel experience
- Accounting
- Cooking
- Food Preparation

- Kitchen Experience
- Microsoft Word
- Food Service
- Materials Handling
- Cleaning Experience
- CPR Certified (4 years)
- Merchandising
- Serving Experience
- Busser
- Order Picker
- Driving (8 years)
- Caregiving (6 years)
- Microsoft Office
- Personal assistant experience (3 years)
- Childcare
- Pet care
- Animal care
- Kennel experience
- Developmental disabilities experience
- Applied behavior analysis

Certifications and Licenses

Food Handler Certification