

# Yesenia Perez

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## PROFESSIONAL SKILLS:

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- Bilingual English/Spanish
- Medical Manager Software
- Medical Billing
- Phone Etiquette
- HIPPA/OSHA
- Medical Terminology
- MS Word/Excel/PowerPoint
- Alphabetic/Geographic/  
Numeric filing
- ICD-9/CPT Coding
- Appointment Scheduling
- Bookkeeping
- Types 50wpm
- Ten key 220 SAM

## EDUCATION:

**March 2011 to Sept 2011 Center for Employment Training San Jose, CA**

Medical Administrative Assistant Certificate  
OSHA/HIPPA Certificate/ Nutrition Certificate

**2008 – 2010 Metropolitan Education Center San Jose, CA**

Administrative Assistant Certificate  
Office Specialist I, II, III courses

**2004 – 2005 Independence Adult Education San Jose, CA**

Office Procedure Course Certificate/ High School Diploma

## PROFESSIONAL EXPERIENCE:

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### **Logistic: Trailer unload/push or stock, Target Nov 2011 to Present**

Assist with unloading the truck and separating the truck boxes by its label and distribute them to its department using a pallet jack. Stock shelves before customers arrive in to the store. Worked closely with team members to resolve customer problems. Planed and prioritized my own work and other people's as well.

### **Externship, East Hills Vision Clinic**

**August 10, 2011 to August 30, 2011**

Filed, coordinated filing system, recalls letters, priced eyewear, performed opening duties, and prepared all patients charts for the following day, contacted customers regarding completed orders.

### **Child Care Provider, Self Employed**

**March 2004 to December 2010**

Provided children with activities that promoted physical, emotional, intellectual and social growth. Helped children explore their individual interests, develop talents and independence. Performed the duties of a housekeeper, including cleaning and doing the laundry. Served nutritious meals and snacks and teach good eating habits and personal hygiene

### **Cashier/Café Manager, Bon Appetit**

**May 1997 to March 2004**

Received "Employee of the Month" Award for excellent customer service, attendance and punctuality. Determined the correct amount to charge for various items on the menu from coffee and beverages. Supervised team members and filled in when needed

Greeted and talked with customers, getting feedback regarding both items offered on the menu and service to the customers

**REFERENCES:** Available Upon Request