

Elidia Rivera

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Education

Palomar College - San Diego, CA
Miramar College - San Diego, CA

Summer 2012 – Fall 2015
Spring 2016 – Spring 2017

Professional Skills and Technical Toolbox

- Bilingual in English and Spanish
- Experienced in Microsoft Word, Excel, and PowerPoint
- Previously certified personal trainer and sports nutritionist
 - International Sports Sciences Association - Phoenix, AZ

Employment History

Polywood Fabrication, Wausau, WI 54401
General Laborer, Quality Assurance

Aug 2019-Apr 2020

- Oversaw end-stage production of commercial-grade shutters
- Identified products out of specifications and promptly coordinated corrective actions
- Assembled final products and prepared for shipping
- Cross-covered multiple departments during high demand periods

Patron Mexican Restaurant and Bar, Weston, WI
Waitress

Sept 2019 – Mar 2020

- Ensured quality customer service through timely delivery of authentic cuisine
- Leveraged interpersonal skills to establish rapport with clientele
- Fostered a culture of collaboration and accountability

El Tequila Salsa Mexican restaurant, Wausau, WI 54401
Waitress, Host and Bartender

Sept 2017 – May 2019

- Created menu items and specialty cocktails to refresh menu
- Lead catering events at multiple different venues
- Trained junior staff and assisted in hiring process
- Maintained company website and managed updates
- Provided versatile service across restaurant and bar sections

Soil Excavation Inc, Escondido, CA 92025
Front Desk/Receptionist

Oct 2010 – Aug 2015

- Performed administrative tasks such as scheduling and billing
- Coordinated work assignments and payroll
- Evaluated potential jobs and estimated total cost

Leadership and Service

- La Jolla Lutheran Church, La Jolla, CA Jun 2015 – Aug 2017
 - Volunteered to help make meals for population in need
- Granite Peak Ski Area, Wausau, WI Nov 2017 – April 2018
 - Volunteered as security at a variety of events
- Medical College of Wisconsin, Wausau WI, 54401 Sept 2018 – Dec.2018
 - Volunteered to teach medical spanish to medical students

Hobbies and Interests

- Athletics: Slow pitch softball, Kayaking, Surfing, Running, Hiking
- Literature
- 3 pets: 1 dog and 2 cats

References

1. Louie Miller
Former boss at Soil Excavation Inc, Escondido, CA 92025
Phone: 760-802-4855
Email: ca.chopper1@hotmail.com
2. Cindi Hotchkiss
Former boss at Polywood Fabrication, Wausau, WI 54401
Phone: 715-846-3369
Email: C.Hothkiss@polywoodfab.com
3. Angie Gonzales
Former boss from Patron Mexican Restaurant, Weston, WI 54476
Phone: 715-298-6488
Email: patron.restaurant86@gmail.com