

Jaime Moreno

Reliable hardworker.

Chino, CA

jmor909@Yahoo.com - (909) 573-6179

WORK EXPERIENCE

Messenger

Garda World - Industry, CA - May 2014 to Present

Responsibilities

- Transport currency in a safe and timely manner
- Pay attention to extreme detail
- Stay alert 24/7 for your partner and your safety
- Drive for Long periods of time

Activity Assistant

Ontario Health Care Center - July 2012 to Present

Answer incoming calls.

- Do various activities with the residents.
- Manage upcoming functions (preparation).
- Record daily attendance of patients attending activities.
- Go on outings with residents.
- Filing papers, answer any questions by customers and doing various office related duties

Sales Associate

Famous Foot Wear - Chino Hills, CA - August 2011 to October 2011

Took in shipping.

- Help customers with any problems on the floor.
- Record number of incoming shoes.
- Due reports on missing shoes.
- Answer phone calls help customers with questions.
- Stock shoes.
- Maintenance.(Building shoe shelves/Chairs.)

Dietary Aide

Olive Vista Sun Health Care - Pomona, CA - February 2008 to August 2011

Monitor patients while eating.

- Preparation of food.
- Wash dishes.
- Manage patients during activities.

EDUCATION

High School Diploma

Chino Hills High School

2008

Chaffey Community College

CERTIFICATIONS

BSIS Guard Card/BSIS Firearms permit

March 2014 to March 2015

I also have my guard BSIS card, And BSIS firearms permit.

ADDITIONAL INFORMATION

Great communication skills, written, oral detail oriented, extremely organized, and able to learn any job presented to me. Able to set and achieve goals (both immediate and long-term) computer skills, ability to learn software programs quickly and efficiently. Work well with others or individually. Worked with wide spectrum of people, ranging from children, convicts, to convalescent.

Technical Skills

- Pro-ACT Certificate (Professional Assault Crisis Training & Certification).
- Remain calm during conflict situations.
- Able to resolve conflict in non-aggressive manner.
- Physical Fitness is a major hobby.
- Enrolled in several criminal justice classes at Chaffey College.
- Natural leader with a proven track record of efficiency and results.
- Excellent communication skills, both verbal and written.
- Exceptional understanding of various computer operating systems.
- Great deal of experience working around the community in a volunteer capacity.