

CINDY LINARES



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(253)232-0497



Kenmore, WA 98028

SUMMARY

Dedicated and results-oriented professional with a diverse background in entrepreneurship, household management, healthcare, and early childhood education. Possesses strong data entry skills with a keen attention to detail, high accuracy, and proficiency in utilizing various softwares. Excited to apply this unique skill set in a dynamic role that values creativity, adaptability, and a passion for continuous improvement.

SKILLS

- Analytical
- Microsoft Office
- Microsoft Excel
- SPSS experience
- Maintains Confidentiality
- Meticulous Attention to Detail
- Troubleshooting
- Time management
- Self-motivated
- Initiating projects
- Strong Team Collaboration
- Bilingual

EDUCATION AND TRAINING

Western Washington University

Bellingham, WA • 03/2021

Bachelor of Science: Kinesiology

- Professional Development Opportunity: Biomechanics Instructional Assistant, 2021

Pierce College

Puyallup, WA • 06/2017

Associate of Arts: Liberal Arts and Sciences

Franklin Pierce High School

Tacoma, WA • 2017

High School Diploma

CERTIFICATIONS

- CNA (Certified Nursing Assistant)
- NASM Certified Personal Trainer
- BLS (Basic Life Support)
- CPR/ First Aid

EXPERIENCE

Amazon FBA – E-Commerce Entrepreneur

Seattle, WA • 10/2023 - Current

- Implemented cost-saving measures, reducing fulfillment expenses by 15% through negotiating favorable shipping rates with suppliers.
- Directed implementation of strategic business plans to achieve goals and objectives increasing revenue by nearly 10%.
- Conducted market research and analyzed competitors to identify opportunities and maintain competitive edge.
- Organized records for production, inventory, income, and expenses.

Adrienne Hunter - House Manager

Kirkland, WA • 01/2022 - 01/2024

- Managed household inventories, including supplies, groceries, and other essential items, resulting in over 20% weekly savings.
- Helped develop and implement developmentally appropriate activities to foster growth and development.
- Planned and executed various events and gatherings, demonstrating organizational and multitasking skills.

PeaceHealth St. Joseph Medical Center - Certified Nursing Assistant

Bellingham, WA • 10/2020 - 07/2021

- Maintained accurate and up-to-date patient records, inputting critical information into databases with 99% accuracy rate.
- Delivered individualized care for 7-10 patients by recording vital signs, documenting observations, and evaluating patient needs.
- Collaborated with healthcare professionals to input patient care plans and progress notes, ensuring cohesive approach to patient care.

Kids World Frontiers - Lead Daycare Teachers Assistant

Bellingham, WA • 04/2019 - 08/2020

- Implemented behavior management system, resulting in 20% reduction in disruptive behaviors and notable improvement in overall classroom atmosphere.
- Helped introduce comprehensive student tutoring approach, allowing for individualized attention, and 10% increase in developmental milestones achieved.