

Virgen C Flores Morales

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Professional Summary

A bilingual entry level professional with experience in customer service, can work in a fast paced setting. Reliable exceptional interpersonal communication skills, both written and verbal, Strong ability to effectively multi-task in a fast-paced office environment. Motivated towards achieving set goals and deadlines in a timely manner. Experienced in customer service and warranty claims. Professional and energetic work attitude.

Experience

Volunteer Elderly Care

June 09 to Dec 10

- Checked patient pulse, temperature, and respiration.
- Provided patient with help moving in and out of beds, baths, wheelchairs, or automobiles and with dressing and grooming.
- Cared for patient by changing bed linens, washing and ironing laundry, cleaning, or assisting with their personal care..
- Administer prescribed oral medications, under the written direction of physician or as directed and ensure patient take their medicine.
- Accompany client to doctors office or on other trips outside the home, providing transportation, assistance, and companionship.
- Provided patient and family with emotional support and instruction in areas such as preparing healthy meals, living independently, and adapting to disability or illness.

Hebert T Clark House Waitress

May 08 to Nov 08

- Wiped tables, seats with dampened cloths, replace dirty tablecloths.
- Set tables with clean linens, condiments, or other supplies.
- Scraped and stacked dishes and carry dishes and other tableware to kitchens for cleaning.
- Clean up spilled food, drink, broken dishes and remove empty bottles and trash.
- Performed serving, cleaning, and stocking duties in establishments, such as dining rooms to facilitate customer service.
- Maintained adequate supplies of items such as clean linens, silverware, glassware, dishes.
- Served ice water, coffee, rolls, and butter to patrons.

Education

National Guard Military Academy

Oct 07 to Mar 08

High School Diploma

