

# Melanie Gonzalez

New Bedford, MA 02744

[melaniegonzalez394\\_rk4@indeedemail.com](mailto:melaniegonzalez394_rk4@indeedemail.com)

9543365739

Authorized to work in the US for any employer

## Work Experience

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### **PCA Personal Care Assistant**

Eagle Eye Homecare - Brooklyn, NY

July 2017 to November 2018

Great customer/client services

### **PCA Personal Care Assistant**

LIBERTY HOME CARE

July 2015 to August 2016

Great people skills, very alert, motivated clients, maintained a very clean environment for both the clients n myself, wrote up daily routine schedules for clients, accompanied clients to appts, called and made appts for clients.. etc

### **PCA Personal Care Assistant**

Kenny Homemaker and Companion

June 2014 to August 2016

### **Clerical**

Brooklyn Criminal Court - Brooklyn, NY

Responsible for handling rap sheet machine, answered phones, organized and put together files that had to be given to lawyers, and prosecutors.

## Education

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### **High school or equivalent**

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## Skills

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- Spanish

## Certifications and Licenses

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**Customer Service certification, HHA Certification**

**driver's license**

## Additional Information

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I also have clerical work experience.

I am highly motivated, team player, and fast learner.