

# Katelin Cruz

**Hard-working, intelligent young woman looking to grow professionally with the right company**

Wareham, MA

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7742644630

Authorized to work in the US for any employer

## Work Experience

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### **Sales Associate**

Ollie's Bargain Outlet - Plymouth, MA

October 2019 to November 2019

- Setup of entire store
- Unloading and organizing freight
- Ticketing items
- Stocking/Zoning
- Cashiering
- Returns
- Instructing other employees in cashiering
- Worked as unofficial front end supervisor
- Worked all shifts and overtime (up to 114 hours in a 2 week pay period)

### **Caregiver**

Caregiver Homes Of Massachusetts - Wareham, MA

July 2018 to August 2019

- All basic caregiving for elderly Alzheimer's patient who needs full assistance on all daily activities
- Medication management
- Appointment scheduling and assurance of attendance of all appointments
- Meal preparation and housekeeping duties
- Full hygienic supervision and toileting assistance (including assistance with accidents in patient's Depends)

### **Customer Host**

Walmart - Wareham, MA

May 2019 to July 2019

- Asset Protection- focusing on safety and shrink reduction
- Check receipts at the door
- Keep area clean
- Greet customers
- Interact with all customers

### **Sales Associate**

Spirit Halloween Super Store - Dartmouth, MA  
October 2017 to November 2017

Sales  
Cashiering  
Stocking  
Cleaning  
Fitting room assistance

### **Crew Member**

Five Guys - Wareham, MA  
October 2016 to December 2016

All things needed were executed

### **Crew Member**

Dunkin' Brands  
May 2016 to September 2016

Cashiering and high-paced food & beverage preparation

### **Laundry Attendant/Housekeeper**

Healthcare Resource Group - HRG - Wareham, MA  
February 2016 to April 2016

#### **Responsibilities**

- Efficiently and sanitarily collected soiled linen weighing up to 50lbs from residential units 3-4 times per shift
- Quickly sorted soiled linen into appropriate washing categories after collections as to maintain their quality and integrity 3-4 times per shift
- Washed and dried all soiled linen in a timely and delicate manner
- Folded and stocked fresh linen on 4 residential units with carts weighing in excess of 50lbs 2 times per shift
- Collected trash from residential unit rooms and bathrooms
- Sanitized residential rooms, bathrooms, and common areas of residential unit
- Performed sanitation of rooms with discharged patients ("Terminal Cleans")
- Maintained cleanliness and sanitary conditions in some common areas of the residential facility

#### **Accomplishments**

- Commended on numerous occasions on job performance by supervisor and district manager
- Complimented on my job performance and positive attitude by employees and residents of the facility

#### **Skills Used**

- Efficiency
- Time management
- Teamwork
- Sanitation techniques
- Compassion
- Understanding of those with mental or physical disabilities

### **Corps Member**

Jumpstart (AmeriCorps)

September 2011 to March 2013

- Planned and executed bi-weekly sessions to promote early literacy for groups of three to six preschoolers aged three to five
- Flawlessly worked on a team with four to six other peers while executing nationally-recognized curriculum
- Praised by supervisor on numerous occasions for excellent work ethic and session execution

### **Sales Associate**

The Limited Incorporated

June 2012 to August 2012

- Interacted naturally and professionally with customers
- Operated cash registers and hand-counted cash drawers twice per shift
- Organized store displays
- Unloaded and prepared merchandise for the sales floor

## Education

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### **General Studies- Healthcare and then Nursing**

Bristol Community College

September 2015 to Present

### **Nursing**

Simmons College - Boston, MA

September 2011 to September 2013

### **High school or equivalent**

Wareham Senior High School - Wareham, MA

September 2009 to June 2011

## Skills

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- Microsoft Office (10+ years)
- Laundry (5 years)
- Housekeeping (1 year)
- Cashier (2 years)
- Early Childhood Education (2 years)
- Sales (2 years)
- Customer Service (2 years)
- Care Giver (1 year)
- Asset Protection (Less than 1 year)
- Personal Care
- Home Health
- Home Care
- Direct Care

## Awards

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### **John and Abigail Adams Scholarship**

June 2011

Awarded for excellence in English and Mathematics state testing

### **National Merit Scholarship Semi-finalist**

June 2009

Based upon excellent performance on the PSAT

### **National Merit Scholarship Semi-finalist**

June 2010

### **Dean's List**

May 2012

Given to students who have a 3.5 GPA or higher the previous semester

### **Dean's List**

September 2013

## Certifications and Licenses

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### **CPR/AED**

March 2011 to March 2013

### **ServSafe**

May 2016 to May 2021

## Additional Information

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Able to be EEC certified