

JESUS RENTERIA

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☐ WORK HISTORY:

CHILDREN'S MERCY HOSPITALS AND CLINICS

CONTACT: 816-960-3060 DECEMBER 2014 - CURRENT

- **JOB TITLE: ACCESS REPRESENTATIVE II**
- **REGISTER PATIENTS, PROVIDER ASSISTANCE WHEN NEEDED BY FAMILIES, KEEP WORK AREA CLEAN, CLOSE CASH DRAWER AT THE END OF THE DAY, MAINTAIN WORK EFFICIENCY, MAKE CALLS TO FAMILIES AND WHEN NEEDED; SORT PAPERWORK, ATTEND MEETINGS AND REPORT TO SUPERVISOR, CLOSE CLINIC AT THE END OF THE DAY, HELP WITH CLINIC PROJECTS, VERIFY INSURANCES AND DEMOGRAPHICS FOR FAMILIES.**

EXPRESS EMPLOYMENT PROFESSIONALS

CONTACT: 913-248-3259 MAY 2014 - SEPTEMBER 2014

- **JOB TITLE: TEMP EMPLOYMENT**
- **PERFORMED VARIOUS JOBS THROUGH OUT THE MONTHS INCLUDING LANDSCAPING, OFFICE WORK, MANUFACTURING, AND ASSEMBLY.**

CVS PHARMACY

CONTACT: 913-321-4505 APRIL 2013 - MAY 2014

- **JOB TITLE PHARMACY TECH**
- **ANSWER PHONES/ CALLING PATIENTS FOR AND OVERDUE MEDICATION OR A PICK UP; ORGANIZED MEDICATION IN SPECIAL BINS; WORKED ON PHARMACY DRIVE THROUGH AND PICK UP AREA WHERE I HANDED EACH INDIVIDUALS MEDICATION AND HANDLED THE CASH REGISTER; WORKED WITH A BIG VARIETY OF MEDICATIONS THAT I HAD TO PREPARE BEFORE HAND FOR PATIENTS.**

DONNELLY COLLEGE

CONTACT: 913-621-8700 JANUARY 2012 – MAY 2013

- **JOB TITLE: ADMINISTRATIVE ASSISTANT**
- **ANSWERED PHONES/TAKING DOWN MESSAGES FOR FACULTY AND STAFF MEMBERS; DIRECTED INCOMING FOOT TRAFFIC AROUND CAMPUS; GAVE TOURS FOR PROSPECTIVE STUDENTS; FILING STUDENT'S PAPERWORK AND OTHER GENERAL OFFICE DUTIES.**

BURGER KING

CONTACT: 913-384-4097 JUNE 2010 – JULY 2012

- **JOB TITLE: COOK/CASHIER**
- **GENERAL FOOD PREPARATION, GRILL STATION, COLD PREP STATION, DISH WASHING, MOPPING AND SWEEPING, CASHIER/COUNTING MONEY DRAWER, RESPONSIBLE FOR MAINTAINING DINING ROOM CLEANLINESS.**

☐ EDUCATION:

UNIVERSITY OF KANSAS

- CODDING BOOT CAMP CERTIFICATE CURRENT

DONNELLY COLLEGE (A.A.S. PROGRAM)

- ASSOCIATES IN SCIENCE AUGUST 2011 – 2016

F.L. SCHLAGLE

- HIGH SCHOOL DIPLOMA AUGUST 2007 - MAY 2011

☐ JOB SKILLS:

- ENJOY INCREASING WORKPLACE EFFICIENCY
- CONSISTENTLY PROVIDING CLIENT SATISFACTION
- STRONG COMMUNICATION SKILLS
- PERFORM WELL IN HIGH-DEMAND, FAST PACED ENVIRONMENTS
- PROVIDE A POSITIVE JOB ATTITUDE
- STRONG ORGANIZATIONAL SKILLS
- STRONG ATTENTION TO DETAIL
- CASH MANAGEMENT EXPERIENCE
- BILINGUAL SPANISH/ENGLISH
- EXPERIENCE WITH FOOD PREPARATION

☐ ACCOMPLISHMENTS:

- QBS CERTIFIED
- CONSTANTLY RECOGNIZED BY MANAGEMENT FOR PROVIDING GREAT CUSTOMER SERVICE