

Jesus Renteria

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Work History

Children's Mercy Hospitals and Clinics December 2014-Current

Contact-816-960-3060

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 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 - May 2014- to September 2014

Contact: 913-248-3259

Job Title: Temp Employment

* Performed various jobs through out the months including landscaping, office work, manufacturing, and assembly.

CVS Pharmacy - April 2013 to May 2014

Contact: 913.321.4505

Job Title: Pharmacy tech

* Answered 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 - January 2012 to May2013

Contact: 913. 621.8700

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 - June 2010 to July 2012

Contact: 913.384.4097, 913.362.9224

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.

Epoch Group - August 2009 to June 2010 (Now Closed)

Contact: 913.362.0040

Job Title: Mailing Assistant

* Sent and received mail; became proficient in entering data onto Excel and Word documents/spreadsheets.

Duchesne Clinic - August 2008 to 2009

Contact: 913.321.2626

Job Title: Filer

* Filed patient folders; organized medicines; made calls to patients using proper phone etiquette.

Education

Donnelly College (A.A.S. Program) - August 2011 to 2016

* Received Diploma May 2016

F.L. Schlagle- 2007 to 2011

* Received Diploma 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
- * Mailing, answering calls
- * Strong organizational skills
- * Strong attention to detail
- * Cash management experience
- * Bilingual Spanish/English
- * Experience with food preparation

Accomplishments

-College

- *Graduated with Associates Degree from Donnelly College

-High school

- * Top 5% i outstanding algebra
- * Captain of soccer team
- * Received a letter for sports

-Career

- *QBS Certified
- * Developed long-term relationships with costumers which increased business
- * Maintained positive dining experience for all restaurant costumers
- * Collaborated with work staff to ensure the delivery of efficient, high quality service
- * Constantly recognized by management for providing great costumer service