

XXXXX XXXXXX

xxxxx B Street, Organ, NM 88052 ▪ xxx.xxx.xxxxx ▪ xxxxxx@gmail.com

PROFESSIONAL PROFILE

Hard working and focused Associate of Health student whose strong academic success illustrates skill, value, and level of competence. Effective communicator and very well at building positive relationships with management and staff. Ability to discreetly manage large amounts of confidential information.

KEY QUALIFICATIONS

Customer Service: Routinely handled external and internal contacts ▪ *Flexible Team Player:* Effective in prioritizing and juggling multiple tasks ▪ *Innovative Problem Solver:* Ability to address customer complaints ▪ *Confident, Hard-working Employee:* Committed to achieving excellence ▪ *Interpersonal Skills:* Ability to work well with co-workers ▪ *Calculators:* Skilled in using 10-key calculator ▪ *Computer Software:* MS Word Products, Quickbooks

EDUCATION

Associate of Health Information Technology

Dona Ana Community College, Las Cruces, New Mexico

Expected Graduation Date: December 2020, GPA 3.0

PROFESSIONAL EXPERIENCE

WeCare, Las Cruces, NM

October 2017-Present

Personal Care Attendant

- Provided personal care for a client with a physical disability to include assistance with dressing, bathing and hygiene
- Prepared meals, performed light housekeeping duties at client's residence
- Transported client to all medical appointments and maintained confidentiality of records in compliance with HIPPA

Ambercare, Las Cruces, NM

February 2016- October 2017

Personal Care Attendant

- Provided personal care for a client with a physical disability to include assistance with dressing, bathing, and hygiene
- Prepared meals, performed light housekeeping duties at client's residence
- Transported client to all medical appointments and maintained confidentiality of records in compliance with HIPPA

Blue Cross Blue Shield, Marshall, TX

January 2015- March 2015

Customer Services Representative

- Serviced inbound calls in high volumes to assist customers with contacting the appropriate department
 - Provided great customer service verbally to all customers and quickly addressed customer issues and complaints
-

Professional References

Aaron Hollister Professor
Doña Ana Community College
Las Cruces, NM
(575) 527.7661
aaronhol@nmsu.edu

Angelic Padilla Assistant Executive Secretary
Associated Students of New Mexico State University
New Mexico State University
Las Cruces, NM
(575) 642.3002
Angies2@nmsu.edu

Jacki Fisher Owner
Yummy Bakery
Organ, NM
(575) 571.2677
yummybakery@mail.com