|  |  |
| --- | --- |
| Name: |   Theresa Calderon |
| Phone: |   +19202514110 |
| Email: |   tcalderon1980@gmail.com |
| Location: |   US-WI-Appleton-54914 (null) |
| Last Modified: |   7/16/2019 8:36:36 AM |

 Work History

|  |  |  |
| --- | --- | --- |
| Company Name: |   Bridges of Appleton | 01/14/2016 - Present |
| Job Title: |   CNA |
|  |
| Company Name: |   Arcadia staffing agency | 07/14/2015 - 04/14/2016 |
| Job Title: |   Cna |
|  |
| Company Name: |   manor care | 02/14/2015 - 10/14/2015 |
| Job Title: |   Cna |
|  |
| Company Name: |   Prairie Home Asst Living | 06/14/2014 - 02/14/2015 |
| Job Title: |   cna |
|  |
| Company Name: |   Cambria Suites | 01/14/2012 - 05/14/2013 |
| Job Title: |   Housekeeper/ Laundry |
|  |
| Company Name: |   La Quinta Inn | 01/14/2011 - 01/14/2012 |
| Job Title: |   Housekeeper/ Laundry |
|  |
| Company Name: |   Pitney Bowes | 01/14/2010 - 01/14/2011 |
| Job Title: |   Data Entry/ Billing Associate |
|  |
| Company Name: |   Thill Logistics | 01/14/2009 - 01/14/2010 |
| Job Title: |   Outbound/ Inbound Tele Sales |
|  |
| Company Name: |   Cadre Staffing Service | 01/14/2008 - 01/14/2009 |
| Job Title: |   Receptionist |
|  |

 Education

|  |  |  |  |
| --- | --- | --- | --- |
| School: |   Fox Valley Technical College | Graduation Date: |  |
| Major: |   Nursing Assistant Course |
| Degree: |   None |
| School: |    | Graduation Date: |  |
| Major: |    |
| Degree: |   None |

 Additional Skills And Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| Recent Job Title: |    Prairie Home Asst Living | Recent Wage: | 0 per  |
| Security Clearance: |   No |  |  |

 Desired Position

|  |  |  |  |
| --- | --- | --- | --- |
| Desired Wage: |    per  | Desired Employment Type: |  |
| Desired Travel: |    |   Desired commute: |  |
| Desired Relocation: | No |  |

 Resume

|  |
| --- |
| THERESA CALDERONtheresacalderon@ymail.com(920) 636-5794Appleton, WI 54915EDUCATIONFox Valley Technical College May 2014Certified Nursing Assistant CourseCertified on the Wisconsin State Nursing Aide RegistryCompleted clinical in Dementia unit at Oakridge Gardens, Appleton, WIEmployability skillsHigh School Equivalency Diploma June 2000WORK EXPERIENCEPrairie Home Asst Living, Menasha, WI Sept.2014-currentCNAAssist residences with care. cook,laundry,and daily cleaning.wound care,peri care,moblitiy care with residence. Asst with puttingresidence to sleep and morning care.Cambria Suites, Appleton, WI 2012-2014Housekeeper/ LaundryMore than 2 year experience in housekeeping field in 5 star hotels.Great customer service with the effective communication skills bothverbally and written.Vacuum all rooms including behind furniture clean carper, dusts andcleaning bathroomsProvided training to new employeesSort and wash laundry using machinesCleaned, sanitized and made of bedsLa Quinta Inn, Appleton, WIHousekeeper/ Laundry2011-2012 Performed a range ofhousekeeping duties including waste removal, dusting, cleaning andcleaning of fixtures.Vacuumed all rooms including behind furniture clean carper, dusts andcleaning bathroomsCleaned, sanitized and made of bedsClean sinks, tubs, showers and toilets according to prescribed sanitarystandardsPitney Bowes, Neenah, WI 2010-2011Data Entry/ Billing AssociateProvided a high level of customer serviceHigh level of accountability and standardsProcessed revenue transactionAdjusted invoices and applied credits to accountsProcessed ACH payments as well as credit cardsThill Logistics, Neenah, WI 2009-2010Outbound/ Inbound Tele SalesEvaluated customer accounts / collected on past due accountsPerformed data entry, answered phones, made copies, and sent faxesCorrected billing errors on accountsCadre Staffing Service, Appleton, WI 2008-2009ReceptionistProvided a high level of customer servicePerformed data entryAnswered phones, made copies, and sent faxes |