|  |  |
| --- | --- |
| 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

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| --- | --- | --- | --- |
| 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 CALDERON  theresacalderon@ymail.com  (920) 636-5794  Appleton, WI 54915 EDUCATION Fox Valley Technical College May 2014 Certified Nursing Assistant Course Certified on the Wisconsin State Nursing Aide Registry Completed clinical in Dementia unit at Oakridge Gardens, Appleton, WI Employability skills High School Equivalency Diploma June 2000  WORK EXPERIENCE Prairie Home Asst Living, Menasha, WI Sept.2014 -current CNA Assist residences with care. cook,laundry,and daily cleaning. wound care,peri care,moblitiy care with residence. Asst with putting residence to sleep and morning care.  Cambria Suites, Appleton, WI 2012-2014 Housekeeper/ Laundry More than 2 year experience in housekeeping field in 5 star hotels. Great customer service with the effective communication skills both verbally and written. Vacuum all rooms including behind furniture clean carper, dusts and cleaning bathrooms Provided training to new employees Sort and wash laundry using machines Cleaned, sanitized and made of beds  La Quinta Inn, Appleton, WI Housekeeper/ Laundry 2011-2012 Performed a range of housekeeping duties including waste removal, dusting, cleaning and cleaning of fixtures. Vacuumed all rooms including behind furniture clean carper, dusts and cleaning bathrooms Cleaned, sanitized and made of beds Clean sinks, tubs, showers and toilets according to prescribed sanitary standards  Pitney Bowes, Neenah, WI 2010-2011 Data Entry/ Billing Associate Provided a high level of customer service High level of accountability and standards Processed revenue transaction Adjusted invoices and applied credits to accounts Processed ACH payments as well as credit cards  Thill Logistics, Neenah, WI 2009-2010 Outbound/ Inbound Tele Sales Evaluated customer accounts / collected on past due accounts Performed data entry, answered phones, made copies, and sent faxes Corrected billing errors on accounts  Cadre Staffing Service, Appleton, WI 2008-2009 Receptionist Provided a high level of customer service Performed data entry Answered phones, made copies, and sent faxes |