

Candace Jimenez

Saint Joseph, MO 64506

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Authorized to work in the US for any employer

Work Experience

Administrative Assistant

Community Action Partnership - Saint Joseph, MO

December 2018 to May 2019

Computer work, data entry, filling, scheduling appointments, answering phones. Time Management, Microsoft Programs, and front desk.

Cashier/Customer Service

Bucky's Gas Station - Saint Joseph, MO

January 2018 to March 2018

Cashier, customer service, greeting customers, cash handling, and cleaning up store.

Cashier and Salesperson, Cashiers

Speedys

July 2017 to August 2017

St Joseph, MO

Cashier, money handling, customer service, cleaning, and paper work.

Laborer

Boehinger - Saint Joseph, MO

February 2016 to September 2016

Packing, computer, data entry, and Line work, loading, and stocking.

Cashier

Trex Mart Gas Station - Saint Joseph, MO

January 2016 to April 2016

Customer service, cleaning, computer work, money handling, and Data Entry.

Customer Service

American Family Insurance - Saint Joseph, MO

February 2014 to March 2015

Data Entry, customer service, computer work, and sales.

CNA - Certified Nursing Assistant

Saxtons Home Health Care Inn - Saint Joseph, MO

January 2014 to March 2014

Feeding and cleaning the residents.

Assistant Manager

Claires - Saint Joseph, MO

July 2012 to December 2012

Helping customers, working with money, and paper work

Daycare teacher

McCarthy Baptist - Saint Joseph, MO

May 2012 to July 2012

Working with 4 to 5 years olds in all the needs they need help with.

Kitchen Help

Living Community - Saint Joseph, MO

December 2011 to February 2012

Helping serve food to elderly people and washing dishes.

Education

High School Diploma

Bishop LeBlond High School - Saint Joseph, MO

May 2011

Skills

- Receptionist
- Administrative Assistant
- Outlook
- Senior Care
- Meal Preparation
- Accounts Payable
- Commercial Cleaning
- Caregiving
- Vital Signs
- Home Care
- Personal Assistant Experience
- Payroll
- Laundry
- Hospice Care
- Nursing
- Filing
- Typing
- Computer hardware
- Documentation review

- Driving

Certifications and Licenses

Certified Nursing Assistant (CNA)

August 2020 to December 2020

I graduated from Metropolitan Community College Maple Woods. I have my CNA license.