

# Alexis Aguirre

1495 Verde Mesa Way, Madera, CA 93638

(559) 718-4931

AAguirre651@gmail.com

## Experience

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### **Registered Nurse (Float Team)**

Community Medical Centers

July 2021- Present

- Medical surgical
- Emergency Department
- Telemetry

### **Event Oversight Administrator RN**

National Staffing Solutions

June 2021-Present (PRN)

- Oversight of the vaccination event
- Administration of vaccines
- Reconstitute Vaccines
- Distribution of breaks to employees and take attendance
- Account for vaccines AM and PM

### **Mortgage Production Assistant**

Welcome Home Funding

December 2018- February 2020

- Gather documentation from clients
- Process mortgage loans
- Order verifications and appraisals
- Manage pipeline reports
- Remain in contact with subdivisions regarding the loan process
- Answer phone calls, greet clients, and assist customers

### **Seasonal Cashier**

TJX | Marshalls

November 2019 - January 2020

- Cash handling
- Communicate with customers and provide a friendly and inviting experience

### **Loan Officer Assistant / Receptionist**

American Pacific Mortgage - Madera

September 2017- December 2018

- Gather documentation from clients
- Process mortgage loans
- Order verifications and appraisals
- Manage pipeline reports
- Remain in contact with subdivisions regarding the loan process
- Answer phone calls, greet clients, and assist customers

### **Instructional Aide**

California Teaching Fellows- Madera

August 2017- January 2018

- Assist teacher in daily learning activities with students
- Supervised students during breaks and lunch
- Filled in as teaching role in the absence of the teacher

### **Shift Supervisor**

Papa Murphy's Pizza - Madera

August 2015 - August 2017

Distributing money to customers

- Counting money at the end of the night to ensure balance
- Performed general maintenance duties, including mopping floors, washing dishes, and wiping counter tops
- Efficiently take phone orders
- Assign breaks to crew members
- Assign tasks for crew members
- Make sure the store is well maintained before closing, as well as locking up the store at night

### **Crew Member**

Sonic - Madera

February 2015- August 2015

- Correctly received orders, processed payments and responded appropriately to guest concerns.
- Performed general maintenance duties, including mopping floors, washing dishes, wiping counter tops and emptying grease traps.
- Prepared items according to written or verbal orders, working on several different orders simultaneously.

## **Education** \_\_\_\_\_

1. Gurnick Academy of Medical Arts, Class of 2021, - Associates Degree in Nursing
2. Madera Community College, Class of 2019, - Associates Degree in Biology

## **Certification**

- BLS
- PALS
- NIHSS Certificate

## **References**

- Available upon request