Anahi J. Rodriguez

861 2nd Street Orange Cove, CA 93646

Phone (559) 601-9058 • E-mail anahi101450@gmail.com

***Personal Attributes:***

* Effective communication skills with appreciation for when working with other team members
* Honest and Reliable: Strong morals and ethics ensure honesty, reliability and ability to undertake tasks responsibly
* Flexible: Understanding of need to remain flexible to support last-minute demands and changes.

***Experience:***

**Proteus Inc.** 10/2018-06/2019 Orange Cove, CA

Office Clerk

* Answer telephones, direct calls, and take messages.
* Maintain and update filing, mailing, and either manually or using a computer.
* Operate office machines, such as photocopiers and scanners, facsimile machines, and computers.
* Communicate with customers and other individuals to answer questions, disseminate or explain information.

***Volunteer:***

**Care Connect**

Caregiver

* Care for patient by changing bed linens, washing and ironing laundry, cleaning, or assisting with their personal care.
* Provide patient with help, moving in and out of, wheelchairs, or automobiles and with dressing and grooming.
* Prepare meals with strict diet instructions including giving their daily medication
* Entertain, converse with, or read aloud to patient.

**City of Orange Cove** 09/2018-11/2018 Orange Cove, CA

Advertising Associate

* Record product, packaging, and order information on specified forms and records
* Load materials and products into package processing equipment.
* Package finished products and prepare them for shipment.
* Perform quality checks on products and parts.

***Education:***

**Kings Canyon High School**

High School Diploma-2019

***References:***

Fernanda Mendoza (559) 967-0551

Alfred Angulo (559) 647-9400

Ana Cisneros (559) 999-6826