

**Cassandra Mata**  
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**(760)609-6908**

**CAREER OBJECTIVE:**

Seeking a position in the medical field where I can be given the opportunity to demonstrate my strengths that help me be successful in what I do.

**EDUCATION:**

Kaplan College- Medical Assistant PalmSprings,CA  
720 Instructional Hours 08/2009-5/2010

Perris Lake High School- General Education-Diploma  
Perris,CA 92570

**WORK HISTORY:**

**Caregiving**  
**Indio,CA**

**2010/2018- Personal caregiver**

Helping with personal needs such as bathing, dressing, hair dying, diaper changes, bed baths, diabetes medication such as pills/Insulin. Doing household chores such as cleaning, cooking or laundry. Manage personal finances, planning and scheduling Dr appointments/ Visits. Caring for wounds caused by liver cancer. Ensuring patients are exercising, eating balanced meals,providing a listening ear and showing care and support.

**Externship DR Coy OB/GYN Indio,CA**

Back office,Cleaned rooms, Prepared patient for their visit, Assisting DR during examination, Offered birth control, Conducted pregnancy test, Checked vitals,Pap smear set up,ECG, Glucose testing,Blood draws,Ear lavage, Charting,Injections (IM Deltoid, SQ, IM Gluteal, ID),Urinalysis Testing, Minor Surgery Set up

**Wetzel's Pretzels-Cashier**

**2008/2008 Cashier**

**Palm Desert, CA**

Greet customers entering the establishment answering customers questions and providing information on procedures or policies. Received payments by cash, credit cards or automatic debits. Maintain a clean and orderly checkout area providing excellent customer service.

**JW Marriott**

**2014/2015 Pool Attendant**

**Palm Desert, CA**

Setting up umbrellas, loungers, and other pool furniture. Ensuring that all pool towels are cleaned and stocked, making sure the pool area is clean and safe. Welcoming guests providing them with towels,shade,refreshments and attending to their requests.

**Skills:**

- Bilingual fluent in English and Spanish
- Excellent Communication skills
- People skills
- Effective team player
- Compassion and Patience
- Honest
- Strong work ethic

- Reliable
- Responsible, proactive, and emotional intelligence
- Always on time
- Flexibility, Adaptability
- Time management
- Assume responsibility to complete assignments

**HIGHLIGHTS OF QUALIFICATIONS:**

- High honors/Honors while attending Kaplan College
- Perfect Attendance while attending Kaplan College
- knowledge of Medical Terminology
- Detail oriented, strong organizational skills with ability to carry out tasks with minimal supervision.
- Outstanding customer service, Communication, and interpersonal skills.