

Elaine Ocasio Vega

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Objective

To achieve a job where I can obtain experiences and professional growth, through the development of my skills, so that I can contribute to the company by providing my initiatives, dynamism and leadership.

Skills

- Responsibility, punctuality, leadership and willing to learn quickly.
- Ability to work with minimal supervision and under pressure.
- Excellent communication skills and teamwork.
- Basic knowledge in computer.
- Bilingual English/Spanish.

Experience

08/2018- PRESENT

ABM Industries, Bethlehem, Pa - *Janitorial*

- Cleaning and maintaining carpets and hard surface floors by vacuuming.
- Sweeping and mopping floors.
- Dusting and other normal cleaning and maintenance duties.

02/2018- 08/2018

Senior Helpers, Allentown, Pa- *Caregiver*

- Assisting with personal care: bathing, dressing, toileting and exercise.
- Basic food preparation and light housekeeping.
- Companionship.
- Assist and monitor medications.

11/2014- 01/2018

Jesse & James Co, Bethlehem, Pa- *Packing*

- Button preparation and packaging.
- Package Labeling.

03/2016- 07/2016

CSI International, Bethlehem, Pa- *General Cleaner*

- Cleaning and maintaining carpets and hard surface floors by vacuuming.
- Sweeping and mopping floors.
- Dusting and other normal cleaning and maintenance duties.

06/2012- 08/2014

Gaby Mini Donas, Barceloneta, P.R.- *Cashier*

- Sales and Customer Service.
- Inventory.
- Food preparation.

09/2010- 04/2011

MCS Classicare, Vega Alta, P.R.- *Sales Promoter*

- Enrolling Medicare beneficiaries.
- Basic guidance on medical insurance and benefits.
- Coordinator of activities in special communities.

Education

09/2012 - 06/2014

Atenas College, Manati, P.R.- *Associate Degree*

- Ass. Degree in Nursing Science

08/2005- 05/2008

Juan Antonio Corretjer, Ciales, P.R.- *HS Diploma*

Certifications/Licenses

- CPR
- Continuing Education Course Certificates
- RN license from P.R.

Availability

- Available to be request