

Candra Aragon

Dupont, CO

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To find a private citizen who needs extra in home care, cleaning, errand running by a loving personal care provider with several years of experience. Willing to work weekend and evenings as respite care for families that need extra assistance.

WORK EXPERIENCE

Floor technician

Strip N Shine - Longmont, CO - March 2009 to May 2012

Responsibilities

Striping and waxing floors.

Skills Used

Accuracy

Admin

Select Staffing - Denver, CO - January 2007 to September 2009

Responsibilities

I did the hiring and drug testing. I also did scheduling and payroll, I-9's, w-2 forms, answering phones and making calls. Filing and managing paperwork. Excel and word on the computer.

Administrative Assistant

United Rental - Broomfield, CO - January 2007 to November 2007

Responsibilities

General office duties. Making copies, faxing, filing, answering calls making calls etc.

P.C.P

Home Health Care - Boulder, CO - October 2005 to November 2007

Responsibilities

My responsibilities were administer my patients in taking medication. Taking them where they needed to go such as doctor appointments, grocery store etc. House work that needs to be done laundry, dishes, cooking, baths etc.

Accomplishments

I brought peace to my clients and happiness.

Telecommunication Sales

Bolder Calls - Boulder, CO - July 2004 to October 2005

Responsibilities

Calling residents and asking if they would like insurance quotes.

EDUCATION

General Education

Skyline High School - Longmont, CO
2004