

Lorena Trejo

Perris, CA
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WORK EXPERIENCE

Personas care Assistant

Right at Home - Temecula, CA - March 2014 to Present

Responsibilities

Employment History

Right at Home, Temecula, CA Personal Care Assistant 03/14 To Current

Cares for elderly, convalescent, or handicapped persons in patient's home, performing any combination of following tasks: Light housekeeping, laundry and linen washing, change bedding, clean and sanitize kitchen and bath. Assist with paying patients bills. Purchases, prepares, and serves food for patient, following special prescribed diets. Assists patients into and out of bed, automobile, or wheelchair, to lavatory, and up and down stairs. Assists patient to dress, bathe, and groom self. Massages patient and applies preparations and treatments, such as liniment or alcohol rubs. Administers prescribed oral medications under written direction of physician. Accompanies ambulatory patients outside home, serving as guide, companion, and aide. Entertains patient, reads aloud, and plays cards or other games with patient. Performs variety of miscellaneous duties as requested, such as obtaining household supplies and running errands. Maintain records of services performed and of apparent condition of patient.

Skills Used

Able to effectively communicate with people at all levels and from various backgrounds. Excellent work ethics, reliable and punctual. Bilingual: English and Spanish with excellent translation skills. Data collection, data entry and internet research. Responsible for training new employees. Organized, dependable, able to multi-task, flexible and people and detail oriented. Hard worker, dependable, team player and able to work with little or no supervision.

Assembler

Guidant/Abbott - Temecula, CA - July 2000 to October 2012

Responsibilities

Making sure that my area was clean and organize , data entry in record material that would be used on the line for the day . making sure that all machines were up to date on calibration and making sure all material was correct to be used on the manufacturing line . able to flexible to help out on other lines when the lines would be short on help or people . Worked overtime to meet customer orders , shipping deadlines and prevent backlog . Assigned Lead responsibilities during absences or when lead was involved at other locations . Rotates among various assembly station in order to gain knowledge and experience on multiple workstations and assist coworkers in meeting production goals .

Accomplishments

working well with other's

Skills Used

Twelve years' experience working in an Assembler line , Ability to effectively communicate with people at all levels and from various backgrounds . Excellent work ethics –reliable and punctual , Bilingual: English/ Spanish ,Data collection , research , Responsible for training new hires or temporary , Organized , Dependable , Handled multiple tasks , Positive Attitude , Flexible , People-Oriented , Hard worker , Dependable ,Team player , Operated manufacturing machinery with an accident free safety record . detailed-oriented

EDUCATION

general in phlebotomy

West Tech College - Moreno Valley, CA

2013 to 2013

Perris Lake High - Perris, CA

1989 to 1993

SKILLS

Weight and height , Escorted patients to the exam room. schedule appointments for patients completed insurance forms. Pulled all patient files for the next day appointments and conducted reminder calls .

ADDITIONAL INFORMATION

just recently got finish doing my internship for my phlebotomy at a medical clinic in Moreno Valley California. my daily duties were to pull files for the day to be seen by the doctor.