

Angelica Velez

Saint Paul, MN

angelicavelez64@gmail.com - 6513480555

I am very hard working. I love to help others and work with people. I am a very fast learner and easy to train. I love to learn new things, If you are willing to train me in things I do not know.
Authorized to work in the US for any employer

WORK EXPERIENCE

CPR and First Aid Instructor

Twin Cities Safety - Saint Paul, MN - September 2015 to Present

Responsibilities

Equipment set up

Teach Adult, Pediatric CPR first aid and AED use.

Practice with students, give the tests when necessary and Clean up

Accomplishments

Teaching classes on my own or with a co-worker depending on number of students

Skills Used

CPR training

Aed training

First aid training

Time management

Some maintenance

Tax Preparer

H&R Block - Brooklyn Center, MN - December 2014 to Present

Responsibilities

Greet clients, answer questions, prepare tax forms, answer phones, schedule appointments, filing, and some maintenance

Accomplishments

I have become very good as i expand my training and knowledge in the tax field.

Skills Used

Client and customer service

Tax preparation

Cleanliness

Sales Associate

TJ Maxx, - Brooklyn Center, MN - April 2015 to July 2015

Responsibilities

Customer service, mark downs, cash register, stocking, and some maintenance

Skills Used

Customer service, retail, cash register

Medical Assistant

externship - Munster, IN - May 2011 to June 2011

Responsibilities

- Greet patients
- Clean lab rooms
- Prep lab rooms for patients
- Take vital signs
- Assist with stress testing
- Give shots, take blood
- Ekg testing
- Filing

Accomplishments

I completed 160 hours of externship

Skills Used

- Taking vitals
- Taking blood
- Giving shots
- Taking EKGs
- Assisting with stress testing
- Filing patients charts

EDUCATION

diploma in medical assistant

everest college - Merrillville, IN
2010 to 2011

SKILLS

Venipuncture (Less than 1 year), Retail Sales (2 years), Injections (Less than 1 year), Prepare tax forms (2 years), Scheduling Appointments (2 years), Answering Phones (2 years), Filing (2 years), tax forms data entry (2 years)

CERTIFICATIONS

CPR certified

October 2015 to September 2017

ADDITIONAL INFORMATION

I enjoy working with people, love learning new things and helping others.