

Davincia Garcia

Denver, CO

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I am an energetic, multi tasking and reliable individual who is seeking a stable position to utilize and maintain my work skills. As well as advance in a company

Authorized to work in the US for any employer

WORK EXPERIENCE

Assembler

The Sorin Group - Arvada, CO - February 2015 to September 2015

Responsibilities

Assemble medical product

Accomplishments

Being able to save some ones life by assembling open heart surgery products

Skills Used

Communication

Team work

Customer service

Assemble 50+ pieces in 30 min time frame

UV lighting/ bonding

Syonic bonding

Tube cutting based on size determination

Caregiver/Personal Assistant

FirstLight HomeCare - Golden, CO - July 2014 to January 2015

Responsibilities

Care for residents

Bathe

Dress

Feed

Change clothing/ under garment

Set appointments

Prepare meals

Take to appt.

Cleaned bathroom living area kitchen yard any thing.

Prepare prescriptions

Housekeeper/Server/Laundry

Courtyard At Lakewood - Lakewood, CO - March 2013 to October 2014

Responsibilities

Housekeep

Laundry

serve prepare meals

Skills Used

Cleaned maintained residents homes

Serve breakfast/Lunch/Dinner

Cleaned folded replaced residents laundry bedding and bathroom utensils

Made rounds to make sure residents were safe and taking their prescriptions

Assisted with any help needed

Stood by and maintained residents when emergencies happened

Customer Service/Cashier/Sales

1st Love - Lakewood, CO - January 2014 to April 2014

- Cashier/Customer Service
- greeted customers coming in/phones
- open/closed money drawer
- made end of day deposit
- assisted customers with merchandise
- sorted inventory
- priced merchandise

ADDITIONAL INFORMATION

Skills

Answer / Routed 10+ phone lines Typing wpm 30+

Customer Service Cashier

Medical Terminology Medical Documentation Medical Records CPR Certified

HIPPA and OSHA Compliance Hoyer Lift

Height/Weight/Vital Signs Bandaging/Wound Care

Bathing/Dressing Ptx Light Lab Skills

Catheter/Colostomy Care Transferring Ptx

Applying ICD-9/CPT Coding