

# Juana M. Doe

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## OBJECTIVE

To serve as a Medical Assistant at the Yakima Valley Farmworkers Clinic

## EDUCATION

**Associate of Applied Science in Medical Assisting** 2014  
Yakima Valley Community College, Yakima, WA  
GPA: 3.0

### Awards

Dean's List (3X) 2013 - 2014

High School Diploma 2012  
Toppenish High, Toppenish, WA

## SKILLS

Languages: Bilingual Spanish

Computer: Microsoft Word, Excel, PowerPoint, Internet Explorer; type 45+ wpm

Personal: work ethic, good communication and interpersonal skills, time management, problem solver

## EXPERIENCE

**Office Assistant**, Tutoring Center, Yakima Valley Community College 2012 - 2013

- Answered general questions in person and by phone
- Logged students in to the center and tracked appointments
- Made copies, created student files, and other office tasks

**Crew Member**, McDonald's, Toppenish, WA 2010 - 2012

- Provided customer service to guests and coworkers in English and Spanish
- Opened and closed restaurant and prepped stations before each work day
- Trained new employees in drive-thru functions
- Employee of the Month July 2011

**Laborer**, G&G Orchards, Yakima, WA 2010

- Sorted apples and cherries during processing
- Made and stacked boxes for packaging fruit

**Baby Sitter**, Yakima, Washington 2008 - 2010

- Baby sat children ages 2 – 12 for up to 24 hours
- Cared for children – cooked, homework, play, activities

## VOLUNTEER SERVICE

- Volunteer – Yakima Neighborhood Health Clinic, Yakima, WA 2013 - 2014
- Volunteer – Union Gospel Mission, Yakima, WA 2011 - 2012

## REFERENCES

Name, Title, Organization, (509) 555-5555, email

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