

Secret Valverde

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EXPERIENCE

HCA Houston HealthCare Atascocita FSED ER **5324 Atascocita rd Ste T, Humble, Tx 77346**

12/01/2023-Current

I worked as a unit secretary. Some of my duties were checking in and registering patients, collecting demographics and verifying insurance. Process payments, answer phones and direct calls. While performing discharged patient callbacks, verify all consents and that patient paperwork is completed and signed.

Signaturecare E, 5324 Atascocita Road Suite T, Humble, Tx 77346 12/01/2022- 12/01/2023

I work in registration at signature care ER, I check people in and inform the doctors if the patient's situation is an emergency. I am also responsible to make sure I have all needed information and deal with verifying patient insurance, and collecting copays. I'm also in charge of making sure all paperwork is updated and supplies are stocked.

Victoria's Secret, 20131 Highway 59, Humble, Texas - Sales Associates 03/01/2022- 02/24/2023

I started off as a sales associate where I would greet customers and help them with any questions they had. I was responsible for expanding the sale and I was very successful doing that, I also was responsible for signing people up for a credit card. Other than being on the sales floor I was responsible for keeping our product organized, sized and colored.

Focus Care at Humble, 93 Isaacks Rd, Humble, Tx — Non Certified CNA, Hospitality Aid

05/2020 - 11/2021

I Started off as a hospitality aid where I would check people in, keep the front organized, answer the phone and take messages. I received a temporary CNA certificate and became responsible for certain residents; I would dress, clean, bathe, transfer the residents and help them with whatever they needed assistance with.

Traits

Punctual
Fast learner
Responsible
Dedicated
Self motivated
Truthfully
Get along with others

LANGUAGES

English

**American Pools, 1304 Langham Creek Dr, Houston, Tx 77084—
*Lifeguard***

05/2019 - 09/2019

Clean the pools, check on chemicals and regulate them if needed, check people into the pool, make sure residents in the pool are following the rules and safe.

**Texas Aquatics and Pool Services, 2030 N Houston Ave,
Humble, Tx 77338 — *Lifeguard***

05/2018- 09/2018

Clean the pools, check on chemicals and regulate them if needed, check people into the pool, make sure residents in the pool are following the rules and safe.

EDUCATION

**Humble High School, 1700 Wilson Rd, Humble, Tx 77338 —
*Diploma***

08/2017 - 06/2021

Graduate top 10%, Honors, secretary for the National honor society.

**Lone Star College- Kingwood, 20000 Kingwood Dr,
Kingwood, Tx 77339 — *Associates in Art***

08/2021 - 06/2023

Field study in business, on presidential honor roll, a member of the National honors society

CPR Certified

BLS Certified

Availability

Monday - Saturday: Morning, evening, and nights

Sunday: available after 2pm