

# NATASHYA M. JACKSON

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## Objective

### Customer Service

## Skills/Qualification

- Excellent Customer Service Skills
- Stocked, re-stocked, ordered and received products
- Inventory Control
- Sales
- Cash. Debit, credit transactions, bank deposits
- Able to work independently or as part of a working team
- Reliable and responsible
- Food preparation
- Admitting/Discharging patients
- Scheduling Appointments
- Phlebotomy Certified
- Sanitized public restrooms
- Swept, mopped, trash removal
- Computer literate
- Answered phones
- Filing
- EKG Technician
- Medical Records
- Billing/Coding
- Data Entry
- Self-motivated
- Conflict Resolution
- Quick Learner
- Punctual

## Experience

<b>Housekeeping</b>	<b>University Plaza Hotel</b>	Stockton, CA	05/16—07/17
<b>Sales Associate</b>	<b>Shell Gas Station</b>	San Jose, CA	08/15—11/15
<b>Housekeeping</b>	<b>Doubletree Hilton</b>	Campbell, CA	01/14—07/15
<b>Medical Records</b>	<b>San Jose Medical Group</b>	San Jose, CA	2008—2010
<b>Medical Unit Clerk</b>	<b>Valley Medical Center Hospital</b>	San Jose, CA	2002—2006
<b>Medical Unit Clerk</b>	<b>Kaiser Permanent</b>	San Jose, CA	1999—2002

## Education

<b>Foothill High School</b>	High School Diploma	San Jose, CA
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References Furnished Upon Request