**Robert Ordonez \_\_\_\_\_\_619- 677-8716:  [robs\_2914@yahoo.com](http://us.mc1138.mail.yahoo.com/mc/compose?to=Rogie_wright@yahoo.com)**

 **Objective:**

To secure a responsible position in which my training and skills may be effectively utilized towards advancement

**Skills & Qualifications:**

Bilingual;English/Spanish  Forklift Operator CPR, AED, and First Aid Certified Customer Service Able to learn quickly Well organized Microsoft Office Reliable & prompt Self motivated

Vitals machine operator Willing to do extra work.

**Education:**

**United Education International College – San Diego, CA**

*Medical Assistant Program 09/09 – 05/10*

* Honor Roll
* Perfect Attendance Award
* Mentor Award
* OSHA/HIPAA Certificate
* Healthcare Provider (BLS)

**Montgomery High School – San Diego, CA**

*Diploma 08/98 -06/02*

**Employment History:**

Axelgaard Manufacturing

Machine Operator 03/18-now

 • Follow instructions

 • Operate Gel line

**Rivulis Irrigation San Diego,CA**

Machine Operator 07/2010-11/2017

carried out duties as needed

* Followed directions
* responded to request from supervisor
* operated multiple machines at once
* level 3 operator

**Promise Hospital San Diego – San Diego, CA**

*Behavior Health Unit – Internship for Medical Assistant 04/10 -05/10*

Carried out duties of a Unit Clerk

* Organized patient files
* Routing reports to physicians and processed physician orders
* Checked patients in

**Harbor Packaging Inc. –Poway,CA**

*Machine Operator 10/05 – 07/09*

*Carried out duties as needed*

* Responded to request from supervisor
* Assisted on other machines
* Operated multiple machines

**The Pawnshop- Chula Vista, CA**

*Loans specialist 01/04 – 07/05*

* *Provided Customer Service*
* *Organized inventory*
* *Managed cleaning Dept.*
* *Specialized with Jewelry and Electronics*

***Professional and personal reference available upon request***