

Moises R. Torres

1137 W. Grant St
Wilmington, CA 90744
909-648-3212

Driven and self-motivated personal assistant with 5+ years of experience focusing on efficiency, organizational skills, communication abilities, and computer competencies. Highly adaptable and dedicated to producing error-free work results, great work conditions, and quality service

EXPERIENCE

S&F MENDOZA INC

Personal Assistant

01/2018 to 04/2022

3853 Piedmont Drive Highland CA, 92346

Managing and organizing appointments, dealing with correspondence and phone calls, running errands, occasional shopping, bookkeeping and other multiple miscellaneous tasks.

D&M LOGISTICS

Warehouse Puller

09/2012 to 12/2017

17009 Green Drive Unit B City Of Industry CA, 91745

Locating and packaging items, checking order accuracy, and making shipping labels.

In-Home Hospice Caregiver

01/2010 to 03/2012

1147 Broad Ave Wilmington CA, 90744

Helping the patient bathe, prep meals, transporting patient to appointments, monitoring and administering medication as needed for pain and making the patient feel as comfortable as possible.

EDUCATION

Chaffey Adult School

557 W. 5th St,

Ontario, CA 91762

High school Equivalency (G.E.D)

Sept 2018-Nov 2018

SKILLS

Organizational skills

Problem-solving

Ability to work independently

Written and Verbal skills

Critical thinking

Financial management

Leadership skills

AWARDS

LANGUAGES

English

