

Rebekah D'Fausett

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Objective: Obtain a position that utilizes my excellent public service experience, administration skills, and office knowledge within a growing and compassionate organization that embraces diversity, unity, and community support

Education:

BS Degree Criminology	Humphreys College-Stockton, CA	June 2016
Minor: psych & human behavior		
CA State CNA & AZ State CNA		December 2017
CSU Nutrition certification		May 2015
A.H.A. CPR with/BLS cert		August 2018

Skills:

MS Word-Office, PowerPoint, Outlook, Spreadsheet, Access, and Excel
Strong Client Care Skills
Typing Certificate: 45 wpm

Relevant Course Work:

- Medical Procedures/Nursing/Med Office Management with Billing and Coding
- Sociology/Organizational Behavior/Psychology
- Criminal Justice, Federal, & Court Systems

Internship: Child Abuse Prevention Council of San Joaquin County CA July 2010

Administrative Assistant / Interviewer / Case technician

Duties: Review CASA (Court Appointed Special Advocate) cases, attend and participate in meetings of the Women's Center, Child Protective Agency, Court and the "Lisa Project". Reviewed cases and discussed some solutions to assist in moderating child endangerment cases, attended court ordered parenting classes to become familiar with the policies & procedures, participated in new CASA interviews, assembled case files, and copy/fax/scan documents.

Volunteer Experience: The Life Church & Stockton Dream Center Stockton, CA June 2008-2014

Employment History:

-Respite Caregiver/CNA.	Lodi, CA	October 2016-January 2019
-Uber	Stockton, CA	May 2016-present
-Loves Travel Stop.	Lodi, CA	March 2017-February 2018
-Nail Technician.	Stockton, CA	February 2015-present
-Visalus	Chandler, AZ	April 2014-Present
-Respite and Hopice Caregiver	Stockton, CA	2010-March 2016
-CostPlus Warehouse	Stockton, CA	August 2013-January 2014
-Valley Wholesale Drug	Stockton, CA	March 2010 – July 2010
-L.A. Beauty Mark	Stockton, CA	Dec 2009- Oct 2011

References Upon Request