

## Hello

**My name is Neshmaida G. Rios, I hope to become an integral part of the team, along with my skill set and become an asset that contributes to successful goals for the company.**

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## Skills

Customer service skills - Works well under stress- Fast learner- Take direction well- Team player

## Experience

**January 2017 to April 2020**

**Homewatch Caregivers, Los Angeles - Scheduler/Assistant Manager**

- Took new client intake calls, handled the scheduling for the office.
- Was on call for the office, handled the work comp issues for the office
- Helped with HR issues as needed, dealt with client concerns and other duties as needed

**May 2015 to December 2016 Whole Foods, Playa Vista - Cashier**

- Greet customers politely.
- Provide customer service.
- Inform customers of sales and products.
- Perform other duties as needed

**July 2008 to December 2014 Axminster Medical Group, Los Angeles- Floater**

- Promoted to managed care dept.
- Referral coordinator, process referral, insurance verification.
- Register patients, process appointments, call in prescriptions refills.
- Front desk floater as needed

**July 2006 to May 2008 Spencer Arms Apt., Torrance- Assistant Manager**

- Showing apartments, credit checks, post payments, bank deposits.
- Perform all maintenance duties as needed.

**References Available Upon Request**