

# Elena Reyes

Dallas, TX 75062

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## Work Experience

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### **Pre-K Teacher**

Primrose Schools - Addison, TX

March 2023 to March 2024

### **Bartender**

Blue Sushi Sake Grill - Dallas, TX

October 2022 to July 2023

### **Bartender/Server**

Blue Sushi Sake Grill - Dallas, TX

February 2019 to June 2023

I was a server first, with great knowledge of the sushi rolls we had to offer as well as drinks and appetizers. After about 6 months, the manager moved me up to bartender. Then covid hit and we had to get furloughed.

### **Front Desk Patient Coordinator**

Performance medicine and sports therapy - Frisco, TX

May 2022 to September 2022

Check patients in and out, make appointments for the sports medicine chiropractic drs, personal trainers, massage therapist, and cosmetic appointments.

### **Bartender**

LIFECAFE LIFETIME FITNESS - Frisco, TX

January 2022 to September 2022

I make drinks for the members at lifetime fitness. I take drink orders and make the drinks at the bar custom to order. I work both outside and inside at both bars whichever i am scheduled at. I take both cash and card payments. I have opening and closing cleaning duties as well as regular cleaning duties as well.

### **Patient Care Coordinator**

Pediatric Surgical Associates - Dallas, TX

April 2021 to February 2022

Check patients in and out in the system and on on a physical File  
Making consultation appointments, post operations and and in office procedures appointments.  
Taking and verifying health insurance.  
Taking vitals from patients and having the parents sign paper work.  
Making a chart for the patients and filing the physical copy and online.  
Taking payments or co payments.

**Server/Waiter**

3 forks Steakhouse - Plano, TX

November 2020 to May 2021

I had a 3/4 table section, i would greet the table offer drinks first, then appetizers. I would tell them about the chef's special of the night and take down the appetizers if wanted. Then i would come back bring the drinks and take down the food orders. Make sure double check with each guest specializing if they had an allergy or any modifications necessary. Then bring the food they ordered and double check to see if needed drink refills. Keeping up with the dirty dishes not being used, and using a crumner for the table cloth. Then come back offer desert and if it was a special occasion, accommodate. Then finish off with the payment.

**Server/Waiter**

Twin Peaks Restaurants - Corpus Christi, TX

September 2017 to July 2018

I would run a 6-8 table sections sometimes more if there was big parties especially on sports game days or fight nights. I would take tables and sometimes cover for the girls if they couldn't handle a couple tables in theirs. Regular serving duties, also running drinks and cleaning duties.

**Hostess/Server**

Pluckers Wing Bar - Addison, TX

August 2016 to May 2017

I would greet the customers coming in to eat. I would sit them at a table to their liking if applicable

## Education

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**Associate in Science (AS) in Health Science**

Texas A & M University-Corpus Christi - Corpus Christi, TX

August 2017 to June 2019

## Skills

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- Bartending
- Serving Experience
- Host/Hostess
- Physiology Knowledge
- Anatomy Knowledge
- Restaurant Experience
- Medical Office Experience
- EMR Systems
- Insurance Verification
- Medical Terminology
- Vital Signs
- Medical Records
- Medical Scheduling

- Patient Care
- Childcare
- Teaching
- Classroom management
- Experience with children
- Classroom experience
- Lesson planning
- Toddler care
- First aid
- Caregiving
- Preschool experience
- CPR
- HIPAA
- Communication skills
- Computer skills
- Customer service
- English
- Spanish

## Certifications and Licenses

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### **TABC Certified**

### **Bartender License**

### **Special Education Certification**

June 2016 to Present

### **Child Development Associate Certification**

### **CPR Certification**

January 2024 to January 2028

### **Certified Medical Assistant**