JOEL JOSE MORENO

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**Erie, PA 16503**

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**Summary of Qualifications**

**An enthusiastic and highly organized professional with strong communication skills. Ability to develop and maintain outstanding working relationships and present information concisely, accomplished with excellent follow through. Adapt easily to fast-paced environments and work well both independently as part of the team. Possess excellent trouble shooting skills. Present a professional and positive image at all times.**

**Key Strengths include:**

**Combined healthcare and administrative attributes.**

**Quality costumer service with the ability to meet and exceed expectations.**

**Leadership training and seminar, ability to motivate and train personnel.**

**Exemplary organizational skills in the coordination of multi-task responsibilities.**

**Professional Experience**

**Front desk Agent at the Anaheim quality inn and suite at the resort. (01/2011-02/2012)**

**Duties include: Checking in and out guest, booking hotel rooms, Tours, Disneyland ticket/packages, assisting guest for transportations and some other needs they may have.**

**Nurse assistant for RN Villa (02/2012-03/2014).**

**Assisted with personal care, ROM.**

**Nurse assistant for Integrity in home care, home instead, senior helpers, 24home care (present), St. Joseph and some private client (03/2014-12/2020).**

**Responsible for companionship, personal and in-home care services with the three companies. Worked with different health challenge clients and a gentleman who had Parkinson for night shift, administer and do medication reminder, running errands, light housekeeping, meal preparation, assist family and client to some things they might need help with.**

**Educational Background**

**Specialized training: Nurse Assistant(scholar),food and beverage services ,household training ,barista ,American English and English proficiency ,Front desk office training.**

**BS Hospitality Management major in Hotel and Restaurant Management**

**OPEN TO TRAVEL/RELOCATION**

**REFERENCES: available upon request**

**Compensation: Open to Negotiation**