

Steven Valdez-Cross

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Skills

- Great Customer Service and communication skills
- Ability to operate computer software
- Able to supervise and manage restaurant
- Accountability Skills

Work Experience

Restaurant Manager

Vintage Steak House—Independence, KS

August 2018-June 2019

- Maintain food and equipment inventories, and keep inventory records
- Count money and make bank deposits
- Establish standards for personnel performance and customer service
- Schedule staff hours and assign duties

Patient Registration Representative

Hospital Auxilio Mutuo—San Juan, Puerto Rico, United States

April 2008-August 2018

- Coordinate communication between patients, family members, medical staff, administrative staff, or regulatory agencies
- Refer patients to appropriate health care services or resources
- Explain policies, procedures, or services to patients using medical or administrative knowledge
- Analyze patients' abilities to pay to determine charges on a sliding scale

Dietary Cook

Hospital Auxilio Mutuo—San Juan, Puerto Rico, United States

November 2015-March 2018

- Clean, cut, and cook meat, fish, or poultry
- Direct activities of one or more workers who assist in preparing and serving meals
- Take inventory of supplies and equipment
- Train new employees

Education

High School Diploma or Equivalent, General Studies

Escuela Dr Santiago VEVE Calzada

Fajardo, Puerto Rico, United States

Bachelor's Degree, Business/Managerial Economics

Universidad Interamericana

San Juan, Puerto Rico, United States