

## **Gavin Senora**

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### **Objective**

I am highly motivated seeking job committed to providing support to organizations. Capable of working with customers and other. Qualifications include: Detailed -oriented Quick learner Team player Organized Reliable.

**Skills:** Customer Service, Event Coordination, Communication, Interpersonal, Organizational, Administrative Support, Coordination, Active Listening

### **Experience:**

#### **Prometric, San Francisco/San Jose**

##### **Certified Test Center Administrator, 2021 to present**

- Greet examinees and verify identities of test takers by checking ID and legal documents.
- Responsible for reception duties; check-in and out testing candidates.
- Monitoring duties include; one-way mirror surveillance, video surveillance, and routine walk through inspections.
- General office tasks to include report writing, email communications, and phone customer service etiquette.
- Assist with daily test center operations to ensure a safe and secure testing environment.

#### **OnPoint, Medical Lab-San Francisco**

##### **Medical Assistant, 2020-2021**

- Administer COVID-19 oropharyngeal, and mid-turbinate swab tests at outdoor COVID testing operations.
- Utilize Electronic Health Record system to document patient registration and patient tracking, and to review schedules as necessary.
- Submit COVID-19 testing lab orders, create lab requisitions, and prepare the COVID-19 testing kit for COVID Tester use.
- Assist patient flow by guiding patients to the appropriate location at the testing site.
- Stock medical supplies and keep inventory as needed.
- Maintain infection control protocols and communicate with health centers and staff about vaccine and testing.

#### **Superdry, San Francisco**

##### **Sales Associate, 2019–2020**

- Ensured high levels of customer satisfaction through sales service.
- Welcome customers to store and answered queries. Comply with inventory control procedures.
- Maintained in-stock and presentable condition assigned areas; remained knowledgeable on products.
- Processed POS (point of sale) purchases and handled returns.

**EKG Technician Training**

**January 2020 – December 2020**

**Sutter Hospital**

**San Francisco, CA**

- Prepared patients for stress tests and other assessments.
- Follow all hospital and government requirements.
- Documented patient vitals and treatment responses.
- Collaborated with team members to handle test load.
- Inspected and maintained unit equipment.
- Monitored patient behavior and physical responses.

**Education:**

**San Jose State University**

**Business Management Information Systems**

**Expected Graduation Date: 2024**

**City College San Francisco**

**General Business Certificate – June 2022**

**EKG Technician Course Completed 2020**

**Certified Electrocardiogram Technician (CET) dated 7/16/2021**

**City College of San Francisco**