

Yadhira Rodriguez

Red Bluff, CA

96080

530.737.3255

ryadhira24@icloud.com

Clerical Skills:

- Bilingual: English & Spanish
- Typing 50+ WPM (certified)
- Microsoft Word & Outlook proficiency
- Calendar management and appointment scheduling
- Professional phone and email communication
- Filing, document organization, and attention to detail
- Strong multitasking and time management
- Customer service and client relations

Experience:

Lilia's Beauty

Red Bluff, CA

Receptionist/Assistant

May 2022 to August 2024

- Answered high-volume phone calls and responded to messages professionally and efficiently
- Managed appointment scheduling, calendar coordination, and client check-ins
- Provided friendly, professional customer service while maintaining a welcoming front office
- Organized files, cleaned, and restocked products and work areas to maintain an efficient workspace
- Assisted with daily administrative operations to support overall business efficiency
- Handled front-desk responsibilities including client intake and payment processing

Private Families

Red Bluff, CA

Babysitter

2020 to 2021

- Provided safe, reliable childcare for multiple families
- Assisted children with schoolwork and educational activities
- Prepared meals and supervised recreational activities
- Demonstrated responsibility, patience, and strong communication with parents
- Managed schedules and maintained organized routines for children

Education:

Shasta College

Redding, CA

Associates in Arts of Communications

Red Bluff High School

Red Bluff, CA

Diploma

References: Available upon request