

YUNEISI VALDES

(786) 554-9153
yuneisyvaldz@gmail.com

EDUCATION

Sonrisas Training Center
Dental Assistant Program

Austin, TX
Expected to Graduate April 2021

Carlos Rafael University
Bachelor of Tourism, Economical Science

Cienfuegos, Cuba
June 2015

EXTERNSHIP EXPERIENCE

Sonrisas Orthodontics

- Helped in sterilization, turned-over rooms and set-up trays
- Observed and helped orthodontic assistants during orthodontic procedures
- Engaged and interacted with patients, passing to operatories and at chairside
- Took and poured impressions and trimmed models
- Practiced taking Bitewings and PA's
- Exposed to Tops and Dentrix dental software

WORK EXPERIENCE

Lion Real Estate Group
Leasing Consultant

Austin, TX
September 2020 - March 2021

- Professionally answer the phone and greet visitors
- Preparing and reviewing supporting documents for residents on a monthly basis
- Verifying details of rental eligibility such as monthly income, rental history, credit history and criminal records

GVA Management
Leasing Agent

Austin, TX
December 2019 - March 2020

- Promoted the property to businesses in the local area through marketing collateral, phone calls and emails
- Encouraged prospective tenants to fill out an application once they had toured the property
- Checked rental eligibility by following verification process
- Contacted and followed up with tenants on their renewal notices
- Provided tours of the property to prospective tenants and offered valuable information in regard to its features

RELEVANT SKILLS

Bilingual in Spanish and English | Multitasker | Customer Service | Team Worker
Organized and Detail Oriented | Reliable | Punctual | Infection Control

CERTIFICATIONS

CPR Basic Life Support, American Health Academy

March 2021 - March 2023