

# Ferny Guzman

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## SUMMARY

Hardworking professional with time management and relationship building skills in fast paced environments. Successful at handling tables of all sizes with accuracy and excellent service skills. Strives to meet customer needs, drive satisfaction and promote long term loyalty.

## EXPERIENCE

### **Helen Stosel MD - Medical Assistant**

*Mission Viejo • 03/2025 - Current*

- Administered injections, medications and treatments as directed by the physician
- Measured and recorded patient vital signs including temperature, pulse and blood pressure
- Organized, filed and documented patient information to maintain accurate medical records
- Managed patient scheduling and coordinated appointment confirmations to optimize clinic workflow
- Managed front desk duties

### **Finney's Crafthouse - Server**

*Laguna Beach • 03/2023 - 01/2026*

- Provided excellent customer service in fast-paced dining environment
- Maintained cleanliness of tables, dining area and service stations
- Developed positive relationships with regular customers through friendly conversation
- Prepared checks accurately and processed payments promptly
- Trained new servers on restaurant policies and service standards

### **Gu Ramen - Dishwasher, Line Cook and Server**

*Laguna Beach • 06/2021 - 01/2022*

- Cooked multiple orders simultaneously during busy periods
- Gained skills in fryer operation to ensure food quality and safety
- Prepared food items consistently
- Maintained cleanliness of dishes, utensils and kitchenware
- Trained on operating dishwashing machine and ensured proper sanitation

## CONTACT

fernyrizmanr@gmail.com  
(619)600-9963  
Laguna Beach, CA 92595

## SKILLS

- CPR Certified
- Patient care
- Food safety
- Organization skills
- Communication
- Customer Service
- Hospitality
- Critical Thinking

## EDUCATION

### **Saddleback College**

*Mission Viejo • Expected in 05/2028*

### **Medical Assistant**

### **American Career College**

*Anaheim • 06/2025*

### **Diploma**

### **Elsinore Highschool**

*Wildomar • 06/2022*