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Objective

Seeking employment in a company that needs exceptionally talented professionals with strong abilities to perform operations, production, and safety.

Summary of Skills

- Proficient in MS, Word Excel, & AutoCAD
- Exceptional customer service, organized, adaptable, self motivator, dedicated, a strong multi tasker, loyal, and a positive attitude team player.
- Proficient in shipping & receiving, safety monitoring, time management, and inventory control.
- Twic card since 2015 and a Valid driver's license.

Work Experience

Munoz Construction, Houston, TX

2014 to Present

Warehouse Associate

Handle and operate necessary tools and accessories in maintaining a warehouse. Monitor and manage inventory control and pallet jacks. Manage and handle shipping, loading and unloading of products with utmost care. Organize and maintain records of inventories up to date. Pack, stock, and rearrange products in warehouse.

E&R Automotive Sales, Dallas, TX

2013 to Present

Self-Employed Automotive/ Sales

Buy, sell, and trade salvage vehicles. Evaluate and inspect cars at the auto auction weekly to buy. Maintain all business car records according to state law. Maintain and repair vehicle systems, including body, engines, electrical, and computer systems. Negotiate with customers for probable sale and explain terms and conditions. Prepare all title transfers and process them properly with customer after the car sale.

Lucky's Home Repair, Dallas, TX

2006 to 2012

Maintenance Manager

Repaired and maintained residential structures and systems. Analyzed structural, plumbing, electrical and ventilation malfunctions. Constructed decks, hang drywall, fences and interior walls. Measured distance and dimensions of property and home sq. footage. Installed residential cameras for home security. Accurately estimated time and material cost for projects.

Education

TWIC CARD, Dallas

2015

El Centro College, Dallas TX (Associate of Arts)