

Kevin Guardado

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Objective

To secure a position that will allow me to utilize all the skills that I have learned throughout my years in the customer service industry.

Education

- **Val Verde Student Success Academy – Perris, CA** **2010**
 - Graduated with High School diploma.

Work Experience

- **Fresh Fuel: Oakland, CA** **January 2013- May 2013**
 - Position: Prep cook, Cashier
 - I was in charge of making sure all of the morning prep work was done on time and also helped out all customers when needed.
 - Prepped and delivered many catering orders
 - This job required a good amount of multitasking
- **Asquew Grill: San Francisco, CA** **December 2011- November 2012**
 - Position: Food runner, prep cook, Busing
 - I was in charge of making sure that all customers received their correct order.
 - When needed, I would help prep all plates with the proper side dishes and garnishes
 - Once and a while I was required to go pick up the dishes from peoples plates.
- **Ross Stores Distribution Center/MJO Staffing : Perris, CA** **April 2010-August 2011**
 - Position: Merchandise Handler/ PTL Packer
 - Learned to work in a fast pace environment while packaging merchandise in boxes.
 - Imported/exported heavy boxes from loading trucks.
- **Pupuseria La Tierra Restaurant : Los Angeles, CA** **October 2009 – March 2010**
 - Position: Assistant/Dishwasher
 - Gained patience and stress control skills while working as an assistant for my Aunt's restaurant.
 - Washed dishes and cleaned tables

Skills

- Bilingual both English, Spanish, and some basic Cantonese
- Great customer service/ Great communication skills
- Meticulous worker/ Ability to follow instructions and guidelines