

# 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