

# KEVIN RAMOS

641 Iris Avenue Apt. 32 | (408)537-3780 | kevinpatrickgutierrezramos@gmail.com

## PROFESSIONAL SUMMARY

Hardworking and motivated professional looking to transition from U.S. Army active duty to the civilian workforce. Highly motivated with more than 2 years of experience and achievements, including National Defense Service Medal, Afghanistan Campaign with Two Campaign Stars, Global War on Terrorism Service Medal, Army Service Ribbon, NATO Medal, and Combat Infantryman Badge. Actively seeks additional responsibilities and resolves problems quickly and efficiently.

## SKILLS

- Team Leader
- Weapons Training
- Trained in counterterrorism strategies
- Firearm & explosives handling
- First Aid Certified
- Highly Motivated Individual
- Quick Learner
- Organized

## WORK HISTORY

- |                                      |  |
|--------------------------------------|--|
| <b>April 2014-<br/>November 2014</b> | <b>Storekeeper, <i>Stanford Hospital &amp; Clinics-Palo Alto, CA</i></b> <ul style="list-style-type: none"><li>• Maintained store facilities to ensure smooth functioning</li><li>• Made arrangements and placed orders for new stock and supplies whenever necessary.</li><li>• Received deliveries of new equipment and ensured that all the supplies were in proper order</li></ul> |
|--------------------------------------|--|

- Reported to store manager on a regular basis regarding the need/demand of items so that the future orders could be placed accordingly.
- Monitored the functioning of store equipment and reported problems and failures to the supervisor.

January 2014-  
April 2014

**Medical Device Operator, Corwil Company-Milpitas, CA**

- Plan and assign work tasks in order to meet production goals efficiently
- Perform general and preventative machine maintenance tasks
- Ensure that all machines are in perfect working orders at all times
- Clean and maintain work areas as directed

November 2013-  
January 2014

**Busser, Neiman Marcus-Palo Alto, CA**

- Clean, set and reset tables
- Collect and deliver dishes to the kitchen for cleaning
- Serve beverages and refill promptly
- Clean stations keeping in mind sanitation measures
- Stock supplies such as cutlery and dishes
- Maintain stocks and inventory
- Remove trash and dispose off properly

August 2011-  
September 2013

**11B Infantryman, US Army-Fort Carson, CO**

- Performed as a fire team member during infantry dismounted battle drills and situational training exercise
- Communicated urgent orders and directions effectively to team of 3 personnel
- Tracked personnel and supplies within the company
- Tracked and filed administrative paperwork and personnel folders
- Planned and briefed personnel on missions
- Maintained security of the local areas and performed route clearance for visiting high-ranking officials
- Constructed and camouflaged infantry positions and equipment to prevent detection
- Led basic reconnaissance operations and reported enemy movements to commanding officers

January 2011-May  
2011

**Cashier, McDonalds-Milpitas, CA**

- Processed cash and credit payments rapidly and accurately
- Responded to all customer inquiries thoroughly and professionally
- Greeted customers in a timely fashion, while quickly determining their needs
- Executed daily production lists and goals
- Greeted each customer with friendly eye contact
- Swept and scrubbed floors
- Cleaned and organized eating, service and kitchen areas
- Cleaned and sterilized equipment and facilities

EDUCATION

2010 High School Diploma, *William C. Overfelt-San Jose, CA*