

# FRANCISCO BENTURA

5851 Gardenia Avenue, Long Beach, CA 90805  
(562) 513-8932 (562) 326-2984 Driving License D9054883  
[benturafrancisco@yahoo.com](mailto:benturafrancisco@yahoo.com)

## OBJECTIVE

Skillful in working with hands, power tools, assembly and offices work,  
Interested in applying these abilities in an **open**position

## SKILLS & ABILITIES

Bilingual (English/Spanish); Quickly Learn Methods & Procedures  
Attentive to Detail; Able to Work Alone or With Others; Active Listener  
Computer Skills; Good with Customer Service; Hand/Power Tools; Forklift Operator  
Certified Heavy Machine Operation; Electrical Wiring; Welding  
Electrician Trainee Certification #T23131;OSHA 30-hour Safety and Health Course

## EMPLOYMENT HISTORY

### **Receiving, Shipping, and Staging, 08/10 to 01/13**

Sonora Mills Foods, Rancho Dominguez, CA  
Entered numerical data into databases in a timely and accurate manner  
Produced monthly reports using advanced Excel spreadsheet functions  
Assisted with receptionist duties, file organization and research and development  
Added new material to file records and created new records  
Loaded and unloaded with forklift, Loaded and secured items in trucks  
Recorded each delivery using the proper paperwork before leaving the warehouse

### **Facilities Electrician, 12/07 to 08/09**

Price Transfer Inc. Rancho Dominguez, CA  
Connected wires to circuit breakers, transformers, or other components  
Diagnosed malfunctioning system, apparatus and components equipment, hands on tools, to locate the cause of a breakdown and correct the problem  
Placed conduit (pipes or tubing) inside designated partitions, walls, or other concealed areas, and pull insulated wires or cables through the conduit to complete circuits between boxes

### **Dock Manager, 01/06 to 11/07**

TGIS Catering, Long Beach, CA  
Packed and unpacked items to be stocked on stockroom shelves  
Ensured merchandise shipments (incoming and outgoing) were documented correctly  
Prepared and packaged inventory according to shipping requests

### **Yard Clerk, 06/05 to 12/05**

AMR Inc. Bellflower, CA  
Processed data using company software and maintained logs of completed work  
Compiled, sorted, and verified accuracy of data  
Used computer software to transfer billing information from paper to electronic format

## EDUCATION

Long Beach City College, **General Education**, Long Beach, CA  
MAAC High School, **Diploma**, Long Beach, CA

## REFERENCES

Available upon request