

FRANCISCO BENTURA

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

OBJECTIVE

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

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