

James A. Cerrillo

7344 Middlebury Way San Jose, CA 95139
(520)647-6882 · jamescerrillo69@gmail.com

Relevant Skills

- Over 5 years experience in Customer Service
- Excellent attention to detail, responsible, reliable and team player, fast learner
- Basic computer skills, including data entry experience
- Bilingual – English and Spanish both written and verbal

Experience

8/2014 - 11/2014 **Goodwill of Silicon Valley** **San Jose, CA**
Material Handler

- Loading and unloading product to and from large trailers
- Utilized pallet jack

3/2014 - 6/2014 **Office Depot** **San Jose, CA**
Logistics

- Shipping and receiving
- Assisting customers
- Pulling orders and stocking merchandise

10/2006 – 12/2011 **GroceryWorks (Safeway.com)** **Pleasanton, CA**
Delivery Driver / Customer Service

- Provided professional deliver of Safeway products to customers
- Checked orders, processed paperwork, and delivered orders promptly and professionally
- Shipping and receiving
- Assisting customers

05/2005-11/2005 **Pacific Gas and Electric Co.** **Santa Cruz, CA**
Meter Reader

- Read meters with complete accuracy and excellent customer service

01/2000-12/2004 **US Postal Service** **San Jose, CA**
Letter Carrier

- Sorted and delivered mail to customers with high customer satisfaction

Education

Diploma **Live Oak High School** **Morgan Hill, CA**