

James A. Cerrillo

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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

- 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 delivery 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

- Sorted and delivered mail to customers with high customer satisfaction

Education

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