

JESUS A. GARCIA

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OBJECTIVE: To obtain an entry-level position to utilize my skills and experiences and which will also provide me with the opportunity for growth and advancement.

SKILLS & QUALIFICATIONS:

- Punctual and detailed oriented
- Very Clean and well organized.
- Positive attitude
- Able to speak and interact comfortably with others.
- Able to listen attentively and ask clarifying questions
- Bilingual in English and Spanish

EDUCATION & TRAINING:

work2future Green Cadre Program, San Jose, CA
Volunteer Experience including, Habitat for Humanity

January 2013- April 2013

Accomplishments:

- **Customer Service (NRF) Certification.** Expanded knowledge in providing excellent customer service.
- **ServSafe Food Handler Certification.** Gained knowledge in five core areas: basic food safety, personal hygiene, cross-contamination & allergens, time & temperature and cleaning & sanitation.
- **AED, First Aid and CPR** certified
- **OSHA for General Industry Certification.** Gained knowledge in safety concepts for all industries with emphasis on hazard identification, avoidance, control and prevention.

EXPERIENCE:

Dollar Tree San Jose, CA

2014

Stocker

- Answer customers' questions about merchandise and advise customers on merchandise selection.
- Itemize and total customer merchandise selection at checkout counter, using cash register, and accept cash or charge card for purchases.
- Take inventory or examine merchandise to identify items to be reordered or replenished.
- Pack customer purchases in bags or cartons.
- Stock shelves, racks, cases, bins, and tables with new or transferred merchandise.
- Receive, open, unpack and issue sales floor merchandise.
- Clean display cases, shelves, and aisles.
- Compare merchandise invoices to items actually received to ensure that shipments are correct.

Valero Gas Station, San Jose, CA

May 2013-June 2013

- Assist in the process of cleaning, washing and drying vehicles.
- Provide excellent customer service to clients.
- Effectively work in a team to ensure customer satisfaction.

Cal Pro Movers, San Jose, CA

August 2013-October 2013

- Move freight, stock, or other materials to and from storage or production areas, delivery vehicles, or containers, by hand or using trucks, or other equipment

Green Mouse Recycling, San Jose, CA

February 2013 – March 2013

Internship

- Break down, separate, and stock recycling items.

Sacred Heart Community Center, San Jose, CA

April 2009

Volunteer

- Stocked and organized clothes closet
- Prepped and distribute food to clients