

# 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