

## Bruno Celis Meza

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### **SUMMARY**

- Meticulous professional with 15 years of work experience in customer service, general administrative duties and maintenance. Very organized, diligent and skilled in handling multiple tasks; focused on completing all tasks quickly and with high quality standards.

### **QUALIFICATIONS**

- Excellent communication skills
- Detail-oriented and well organized
- Customer service-focused
- Team player
- Proficient in general administrative duties
- Janitorial equipment familiarity

### **WORK EXPERIENCE**

#### **Filice Insurance**

##### Account Executive

San Francisco, CA

Feb 2013 to Oct 2015

- Filing client documents, light answering phone
- Ordering office supplies, FedEx processing, Priority mail processing
- General knowledge of office machines (printer, copier, fax, scanner, etc)
- Inputting date into database, using access database to run reports
- Work on excel, word processing

#### **AHA Café (Aids Housing Alliance)**

##### Barista

San Francisco, CA

Jan 19<sup>th</sup> 2012 to May 2013

- Operating register machine and espresso machine helping students customers on delivering quality services on what they need in the cafe
- Restock food and pantry keeping all fresh
- Keeping clean all work areas and espresso machine.

#### **Square**

##### Forman-Maintaining Services

San Francisco, CA

June 2009 to Aug 2011

- Notified building manager about needed repairs and replacement equipment.
- Responded to teacher and staff requests for building and maintenance repairs and clean ups.
- Moved and carried equipment and furniture.

### **EDUCATION & TRAINING**

#### Education

- Completed my high school education in Mexico

Veracruz, Mexico

#### City Collage of San Francisco

- GED

General coursework

Year completed 2013