

# Joel Vazquez

Oakland, CA

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510-731-9204

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## Skills

- Dependable, honest, self-confident, and a positive attitude.
- Excellent work ethic and detail oriented.
- Demonstrated ability to organize efficiently, prioritize, and follow directions.
- Using logic and reasoning to identify alternative solutions and solve problems effectively.
- Good inter-personal, communication, and active-listening skills.
- Initiate professional approach in the work environment.
- Willing and excited to learn new skills and techniques, and update relevant knowledge.

## Warehouse/Labor

- Previously Forklift Certified.
- Physically fit: able to lift/carry 50 lbs. and perform heavy labor.
- Sort, inspect, and distribute stock throughout warehouse to correct areas.
- Conduct order reconciliation using manifests or bills of lading for stock control.
- Load, unload, and safely shrink-wrap pallets; safely operate pallet jack.
- Performed heavy cleaning, such as mopping floors, power-washing, and sanitizing.
- Other duties included performing routine maintenance, repairs, and visual upkeep.
- Warehouse organization, maintenance, and cleaning.
- Able to stand and perform repetitive duties for hours.

## Customer Service/Sales

- Customer service including welcoming guests, answering questions, and locating products.
- Completed transactions with cash, check, and credit; Till reconciliation.
- Creative issue resolution or referral to supervisor.
- Store merchandising, stocking shelves, cleaning/maintenance.
- Assisting owner/manager with various projects.

## Caregiver

- Helped client with day-to-day activities:
- Prepared meals, ran errands, assisted with correspondence and administered medications.
- General and deep cleaning of bathrooms/kitchens with appropriate products.
- General cleaning of floors and glass with appropriate tools.
- Dusting and wiping of other surfaces.
- Laundry services: washing/drying, folding, ironing, etc.

## Experience

Kitchen Utility/Warehouse	Salvation Army	Oakland, CA	06/16 - Current
Team Member	Burger King	Modesto, CA	05/13 – 01/16
Production Line	Ghirardelli	San Leandro, CA	05/12 – 02/13
Caregiver	Independent	Richmond, CA	07/09 – 05/12
Cashier/Front end	Ralph's Grocery	Oceanside, CA	08/05 – 09/06