

# Eric Fields

Highland, CA 92346

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Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Clerk**

FMB Wealth Mgmt. - Westlake Village, CA - 2012-01 - 2015-02

Clerical duties, sorted and uploaded all documents to a secure server, maintained records, customer service.

### **Prep cook and line cook**

Flying Dutchman's - Morro Bay, CA - 2014-05 - 2014-07

Worked in the Kitchen as a prep and line cook. Cooked for over 200 tables a night.

### **Warehouse, Shipping and Receiving, Boxer, Customer service.**

BTO Sports - Thousand Oaks, CA - 2012-05 - 2013-08

Worked in the warehouse of a global internet Motocross supply company. Worked on the line as a boxer then got promoted to shipping nat'l and internat'l packages using Endicia with USPS. Moved to UPS and FedEx shiping, then to Customer Service where I dealt with returns and exchanges/repairs.

### **Infantryman**

United States Army - Fort Campbell, KY - 2009-08 - 2012-03

### **Bakery, customer service, box boy, service deli, and produce**

Vons Grocery store - Moorpark, CA - 2008-09 - 2009-05

Worked as a box-boy, then moved to Service Deli where I served Vons' deli items. After that I moved to Customer Service where I help customers find items they needed, dealt with phone calls, and helped Managers maintain a clean and efficient store.

### **Swim Coach/Instructor**

CSA - Thousand Oaks, CA - 2008-06 - 2008-08

I taught students aged 1-99+ years old, how to swim. And I taught many group lessons and three swim team.

### **Assistant lifeguard for Leo Carrillo State Beach Junior Lifeguard program**

- 2004-06 - 2008-08

Earned 200 Community Service hours assisting Leo Carrillo State Lifeguards in teaching student of the program the proper way to treat/care for beach related injuries, how to treat and respect the beach, and how to teach others of the possible dangers of unsafe beach habits.

## EDUCATION

Cuesta Community College - San Luis Obispo, CA

2013-08 - 2015-06

Moorpark High School - Moorpark, CA

2005 - 2009

## SKILLS

Microsoft Office, Endicia, UPS Shipping POS, FedEx Shipping POS, Social Networking, Social Media Marketing, Clerical

## CERTIFICATIONS/LICENSES

### **EMT**

2016-08 - 2017-08