

# JOSE HERRERA

San Francisco, CA

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## Summary of Qualifications

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- Fluent in English and Spanish
- Over twenty years of professional in numerous industries
- Consistently receives positive feedback from supervisors for exceptional work
- Finely tuned organizational skills, greatly valuing productivity and exceeding expectation
- Enjoy leaning and dedicating myself to high performance on the job
- Community Housing Partnership

## Experience

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### Teaching

- Excel at breaking down complex processes into simple parts
- Exceptional interpersonal skills, able to accurately assess and meet people where they are
- Ability to inspire, communicating and building confidence and self-assurance in my students
- Outstanding knack for thinking outside of the box to bring lesson plans to life

### Management

- Effectively communicates expectations in a way that encourages high performance
- Leading by example, gladly committing myself to the task at hand, motivating others
- Welcome instruction and feedback, striving to continually improve productivity
- Build up personnel into highly effective teams

### Organizational Skills

- Keen eye for detail, able to evaluate processes and systems to increase their efficiency
- Able to elicit and integrate input from multiple parties so all have a vested interest
- Well equipped to incorporate methods from different sources for best outcomes
- Improves existing processes to create more productive, safe, and functional environments

## Experience

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Library Technician	`NF Law Library	Soledad, CA	2014 - 2017
Teacher's Aide	Rehabilitative Services	Soledad, CA	2005 - 2014
Cook	SATF	Corcoran, CA	1999 - 2014

## Education

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Bachelor of Theology	Christian Bible College and Seminary	2004
Master of Theology	Christian Bible College and Seminary	2004

