

CHRISTIAN HENRIQUEZ

San Jose, CA • ☎: (408) 841 – 2850 • ✉: chenriquezsj@gmail.com

OBJECTIVE:

Seeking to obtain a permanent and challenging position where my past work experience may be an asset to the company for growth and advancement within the organization.

SUMMARY of QUALIFICATIONS:

- *Customer Service*
- *Shipping/Receiving*
- *Inventory Control*
- *Quality Assurance*
- *Filing/Archiving*
- *Telephone Etiquette*
- *Windows PC*
- *Internet Savvy*
- *Purchase Orders*
- *Scheduling*
- *Health, Safety, & Sanitation*
- *Blue Print Schematic Maps Readings*

EDUCATION:

High School (In Process)

Opportunity Youth Academy (OYA) High School, San Jose, CA

WORK EXPERIENCE:

1/19 - Present *Delivery Driver*

Post Mates, San Jose, CA

- Pick up the customer's order, checking for accuracy before delivering
- Build rapport with customers by friendly greeting and professional manner
- Ability to understand and follow work rules and procedures

1/17 – 12/18 *Delivery Driver*

Radiator and Body Parts San Jose, CA

- Answer phone calls to address customer needs
- Ordered parts accurately to avoid delays
- Reliably maintained store cleanliness and appearance
- Responsible to keep vehicles and the car lot organized and presentable
- Able to drive automatic and manual transmission vehicles
- Safely filled company vehicles with various *under-the-hood* fuels
- Ability to perform basic math
- Exceptional attention to detail

PERSONAL ABILITIES:

- *Hard Worker*
- *Punctual*
- *Eager*
- *Responsible*
- *Flexible*
- *Team Player*