

# Glenny Garcia

Professional customer service representative with 2+ years of experience interacting and supporting customers with their needs. On the other hand, efficient and energetic with a positive attitude and strong work ethic in fast paced warehouses.

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## EXPERIENCE

### **Office Assistant** Performance Team June 2022- March 2023 Edison NJ

- Answer and screens incoming phone calls/emails and forwards as necessary
- Preparing outbound shipments ahead of delivery times
- Experience with MS Office, Excel, Softpoint, Outlook, Powerpoint and ability to adapt to specific company applications
- Managing and prioritizing daily activities and focusing on business matters and issues.
- When needed, covering front desk to assist drivers with paperwork and making sure pickups are schedule properly
- Billing
- File and keeping record of documents
- Run daily reports and emails accordanly

### **Life Extension**, Fieldcrest Edison NJ Seasonal warehouse associate - March 19 2022 - June 2022 Randstad staffing

- Scanning, packing and labeling
- Ensuring cleanliness and safety work environment
- Maintaining the warehouse equipment and supplies
- Ensure orders are shipped in a timely manner
- Picking, packing and labeling products
- Receiving and checking incoming pick tickets

### **Best Buy** Piscataway NJ Seasonal warehouse associate - September 2022 - December 2022

- Using a RF barcode scanner to scan the product, place it into a tote and pushing the tote onto the conveyor
- Strategically arranging materials to maximize warehouse space storing and supplies
- Picking and putting away products with high intelligent technology robots
- Working in every station when needed such as loading

## SKILLS

- Adaptability
- Team work
- Strong work ethic
- Good attention to detail skills
- Reliable
- Honest and ethical
- Leadership

## LANGUAGES

- Spanish and english

- trucks, picking, packing, making and moving pallets
- Always ensuring products were properly secured to reduce loss

**Administrative assistant** Prime Lube Inc.

Few weeks assignment 12/12 - 12/30 Avenel NJ

- Using excel to enter in orders and data, bills of ladings and filling
- Developing and maintaining a filing system
- Handling requests and assisting with regular paperwork
- Preparing and organizing information in paper and digital form

**La Nacional**, Perth Amboy— *Sales associate*

October 2019 - March 2020

- Sales
- Interacted with over 100 customers during an average shift
- Managed money entries
- Handled customer inquiries and resolved with satisfaction
- cashier

**Terraza Caribbean Cuisine Restaurant**, Perth Amboy—

Server, host December 2019- March 2022

- Efficiently restock inventory as needed
- Attending over 200 people at the same time with an excellence service
- Answering phones reservations or to go orders, and by seating and assisting new guests
- Organizing large events
- Completed closing duties emptying trash, polishing silverware etc
- Assisted customers when selecting appetizers, entrees or deserts and recommend alternative items when needed
- Greeted customers answering questions and recommending specials
- Check on guests to verify satisfaction

**CERTIFICATE**

**ServSafe Alcohol certificate program**

Dedication to provide safely and responsible alcohol services

## EDUCATION

**Kean University**, Morris ave, Union NJ — *Undergraduate*

September 2019 - Present

Highly motivated to graduate and be able to achieve each and every one of my goals.

**Perth Amboy High School**, Eagle ave, Perth Amboy NJ —

**Graduated September 2015 - June 2019**

Successfully graduated with seven medals of honors, advanced Spanish by the seal of biliteracy and two national honor societies.