

Isai Perez-Garcia

1917 E. Coral ave Apt D | 714-489-3801 | isaiperez04@gmail.com

Seeking an opportunity to learn and add value to an organization. Hardworking professional with experience in leadership, customer service, sales and management. Strong communication skills with ability to multi-task while generating interest in product offerings

Education

HIGH SCHOOL DIPLOMA, JUNE 17, 2014

VILLA PARK HIGH SCHOOL

- **LEAD SEVERAL GROUP PROJECTS IN ART 1 AND ENGLISH SENIOR CLASS**
- **PLACED 4TH IN A POET LAUREATE IN JUNIOR YEAR**

Experience

ASSISTANT MANAGER, UNIVERSAL TREE SERVICE 2014 - 2018

- **ASSISTED OWNER IN OVERSEEING A TEAM OF LANDSCAPERS TO ENSURE WORK WAS ACCOMPLISHED PROPERLY IN A FEW TIMELY FASHION**
- **ACTED AS A LASON BETWEEN CUSTOMER AND EMPLOYEES TO FACILITATE LANGUAGE BARRIERS**
- **DEVELOPED AND MAINTAINED SUCCESSFULLY RELATIONSHIPS WITH NEW CUSTOMERS**
- **RESPONSIBLE FOR ACCOUNT COLLECTION**

CLERK, ISRAEL GLASS, SANTA FE CA FEBRUARY-MARCH 2014

- **TRACKED INVENTORY LEVELS AND ORGANIZED GLASS TO MEET PROJECTED SALES FORECAST**

SALES REPRESENTATIVE, ZOKA, HUNTINGTON BEACH, APRIL-JUNE 2014

- **SUCCESSFULLY MARKETING AND SOLD GOOGLE CERTIFIED WEB PLACEMENT**

LINE MONITOR, ACTION FIGURES, ANAHEIM CA, FEBRUARY 2015

- **INSTRUCTED VISITORS IN AN ORGANIZED FASHION TO WHERE THEY CAN PICK UP THEIR BADGES**
- **CONSTANT SURVEILLANCE VISITORS THAT MAY NEED INSTRUCTION ON WHERE TO GO**
- **EXPANSIVE KNOWLEDGE ABOUT THE VENUE**

CONVERSION/JANITORIAL, HONDA CENTER, ANAHEIM CA, SEPTEMBER 2017-FEBRUARY 2018

- **OVERLOOKED SECTIONS OF THE VENUE TO ENSURE THAT ALL SEATS ARE CLEAN AND PRESENTABLE**
- **CONSTRUCTED AND DECONSTRUCTED STAGES FOR EVENTS HELD AT THE VENUE**
- **ABILITY TO ENDURE WORKING LATE NIGHT SHIFTS**

STOCKER/PULLER TRAVIS MATHEWS HUNINGTON BEACH, CA, NOVEMBER 2018 - OCTOBER 2019

- **PULLED ASSIGNED ORDERS, NEATLY PACKAGED MERCHANDISE AND SHIPPED TO THE APPROPRIATE LOCATION**
- **OPERATING FORKLIFT TO RECEIVE INVENTORY NEEDED FOR THE PICKLINE**
- **RESTOCKING INVENTORY WHERE IT IS MOST CRITICALLY NEEDED**
- **MAINTAINED A CLEAN AND SAFE WORK STATION AT ALL TIMES**

CUSTOMER SERVICE/DELIVERIES THE HOME DEPOT, ORANGE CA, DECEMBER 2019- JULY 2021

- **ASSISTING CUSTOMER LOCATE/RETURN MERCHANDISE**
- **LOCATING AND PULLING CERTAIN PRODUCT FOR CUSTOMERS AND DELIVERING SAID PRODUCTS AT LATER DATE**
- **OPERATING HEAVY MACHINERY SUCH AS FORKLIFTS, REACH, AND ORDER PICKER AND MAINTAINING SAFETY PROTOCOL AT ALL TIMES**

- **COMMUNICATION WITH CUSTOMERS AND ASSOCIATES TO GUARANTEE THE BEST CONDITION OF MERCHANDISE AND SWIFT DELIVERY**

PRODUCTION ASSISTANT GLIDEWELL, NEWPORT BEACH CA, JULY 2021- OCTOBER2022

- **RECEIVE AND SCAN INCOMING PRODUCT TO THEN ORGANIZE SAID PRODUCT TO ITS PROPER SHADE OF COLOR**
- **EVENLY AND FAIRLY DISTRIBUTE PRODUCT TO EACH TECHNICIAN AND ASSIST IN ANY EXTRA REQUIREMENTS THE PRODUCT MAY NEED**
- **PRINTING OR REQUESTING PICTURES OR SHADES OF PRODUCT FROM THE DESIGNATED DOCTOR VIA COMPANY COMPUTER**
- **MAINTAIN A CLEAN WORK STATION AT ALL TIMES TO PREVENT ANT PRODUCTION SETBACKS**

BUILDER/SHOP ASSISTANT, PINNACLE, IRVINE CA, OCTOBER2022-PRESENT

- **OPERATING A FORKLIFT TO HELP LOAD AND UNLOAD ON COMING TRUCKS FOR DELIVERIES**
- **KEEPING THE WORKSHOP CLEAN AND CLEAR OF ANY DEBRIS THAT MAY INTERFERE WITH WORKFLOW PRODUCTION**
- **ORGANIZING PALLETS OF WALLS USED TO CONSTRUCT THE EXHIBITS WE BUILD FOR WHATEVER THE CLIENT MAY NEED AT THE TIME**
- **USING SAFETY PRECAUTIONS WHEN USING HEAVY EQUIPMENT/MACHINERY I.E. TABLE SAWS , FORKLIFTS, SCISSOR LIFTS, BANDSAWS**
- **CONSTRUCTING EXHIBITS FOR CLIENTS IN A SAFE AND TIMELY FASHION WITH DETAILED PRECISION**

Communication

- **Bilingual, Fluent in Spanish and English**
- **Knows how to effectively Handel A situation with tempered customers**
- **Experienced with communicating with customers on the phone**