

David Garcia

Candidate

606 Joann Street
Costa Mesa, CA 92627
(949) 674-6214
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SKILLS PROFILE

Friendly individual with experience in customer service. Ability to work independently as well as in a team environment. Bilingual in English & Spanish, capable of understanding and conversing in both. Excellent organizational skills and ability to problem solve and complete tasks. Considered to be responsible, fast learner & has great ethics; likes to work hard and keep busy. Knowledgeable in Microsoft Office, Internet, and basic computer skills.

EXPERIENCE

Uber Eats, Costa Mesa, CA - Food Delivery Service

APRIL 2022 - PRESENT

- Wait and accept orders for food delivery
- Ensure that customers' orders arrive safely at their destination
- Maintain customer satisfaction by following instructions on the description screen
- Provide customer service

Omni Metal Finishing, Fountain Valley, CA - Forklift Operator / Shipping & Receiving / Purchasing Agent

OCTOBER 2019 - MARCH 2022

- Handled incoming and outgoing packages while providing customer service
- Assisted with data entry with regards to incoming products
- Performed all warehouse labor duties including picking, packing, counting, record keeping, and maintained a clean area
- Transported pallets of freight to different departments in the company

JANUARY 2023 - AUGUST 2023

- Purchased necessary items for the company
- Performed inventory control to decide what's needed
- Compared pricing with different companies to select the best option
- Filled out requisition forms for accounting purposes

Nekter Juice Bar, Santa Ana, CA - Production/ Shipping & Receiving

MAY 2013 - FEBRUARY 2015

- Performed production tasks of a variety of drinks
- Assisted with shipping and receiving while maintaining quality control
- Provided assistance while unloading merchandise off the truck
- Maintained a clean and organized work environment

EDUCATION

Orange Coast College, Costa Mesa, CA - Communication Studies/ Associate's of Arts Degree

DECEMBER 2015 - DECEMBER 2018

Completed a three year course with an emphasis in communication studies and general education

AWARDS

Leadership Studies Certificate, ROP Computer Graphics, Forklift Certified