

Ryan Ramos

Los Angeles, CA 90007

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Authorized to work in the US for any employer

Work Experience

Office Assistant

Ortiz Public Relations-Los Angeles, CA

March 2020 to Present

Providing Office work and Bilingual service to attendees at the Consulate of Honduras. Assisting clients with sending faxes, making copies, and translations. Performing light maintenance duties to office equipment. Customer Service includes postal services and ensure that clients meet mailing requirements. Creating agenda for office meetings and schedules.

Maintenance Technician

Douglas Emmett-Brentwood, CA

October 2022 to March 2023

- Greeted every guest to make impressive positive first impressions
- Unit Turns going by company guidelines and checklists
- Completed Work orders with residents proper request
- Team Work with fellow colleagues and supervisors
- Painted communities common areas

Maintenance Technician

Greystar-Los Angeles, CA

June 2021 to September 2022

- Completed Daily Work Orders by Servicing Residents in a timely and professional manner. Do Make Ready for Vacant Units
- Maintained Community Amenities Safe and Functional at all times.
- Reported to Supervisor and Community Management for daily updates
- Made sure to kept clear communication about updates with fellow colleagues.
- Compiled with Residents Request and Community Rules

Barback/Busser

The Standard Hotel-Los Angeles, CA

September 2017 to February 2018

- Serving and making orders to guest in a professional and high hospitality matter.
- Cleaning work space at all times, making sure to exceed all orders at all times.

Cashier/Catering/Barista

Wolfgang Puck Catering-Culver City, CA

September 2013 to February 2016

- Greeter in a fast paced environment, restocked utensils, drinks, and answered phone orders.

- Maintained kitchen and dining floors clean at all times. Contributed to decision making when catering to our guests.
- Offering customers quick and professional service performance on daily basis.

Education

High school diploma

Skills

- CASHIER (5 years)
- CUSTOMER SERVICE (10+ years)
- RECEPTIONIST (3 years)
- RETAIL SALES (3 years)
- Host/hostess experience (4 years)
- Busser
- Restaurant Experience
- POS
- Communication skills
- Power tools
- Mechanical knowledge
- Maintenance
- English
- Troubleshooting
- Cooking
- Facilities Maintenance
- Spanish
- Manufacturing
- Industrial Maintenance
- Hospitality (8 years)

Languages

- Spanish - Fluent

Certifications and Licenses

Driver's License

Additional Information

Thriving to learn and do more on a daily basis.

I am strong team contributor, Bilingual Speaker, Fast learner and goal oriented. Excellent customer service

with 10 years in the Food, Hospitality. A committed member of the Los Angeles community with personality, respect for the

elderly and everyone I work with.