

Wed
12/14/2011
10:00
Cook

Jerry K. Aguirre

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Objective Seeking a position that will allow me to utilize my previous experience, strong management, and communication skills.

Key Skills

Bi-lingual, fluently speak English and Spanish	MS Office (Word/Excel/PowerPoint)
Strong communication skills	UPS WorldShip knowledge
Outstanding ability to work well under pressure	Shipping & Receiving experience
Sales & warehouse management experience	Detail oriented
Computer literate	Able to multi-task effectively

Experience

AIRSOFT AMERICA, INC. — Vernon, CA
Sales/Warehouse Manager, 2009-2011
Managed and organized sales from the inside-out. Supervised warehouse department. Closed and supervised all orders being shipped out through UPS WorldShip. Supervised and maintained accuracy in the shipping of orders. Opened new accounts. Managed a team of sales and warehouse employees. Increased sales, exceeded targets and profit goals. Led events while traveling to ASD shows in Las Vegas, NV.

THE ALEXANDRIA — Los Angeles, CA
Leasing Consultant, 2009-2010
Managed the front desk of the leasing department. Consulted with clients regarding future tenant occupancy. Answered phones, scheduled appointments, handled tenant information verification. Implemented tours given to new and prospective tenants.

DAVE & BUSTERS — New York, NY
LineCook, 2006-2009
Prepared and cooked menu items and dishes using a line segment system. Worked in an effective manner with others even under extreme pressure. Assisted chef in preparing, seasoning, and cooking. Instructed and functionally supervised the activities of other employees performing the same or related duties.

Education

LONG ISLAND CITY — QUEENS, NY
High School

LA GUARDIA COLLEGE — QUEENS, NY
Business Administration
