



Rivelino DeJesus Zavala

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OBJECTIVE: Operational/Systems Specialist

Highly accomplished, Operations Specialist, with in-depth knowledge of coordination, training, administration, with meticulous technical expertise in maintenance management, heavy equipment. Keen insight in competent planning, organizations, and solutions-oriented approach. Able to listen and identify issues or problems in the moment. Proficient in day-to-day operations and setting priorities. Dedicated to maintaining strict client confidentiality. Ability to establish rapport with clients and exceed customer satisfaction. Proficient in a variety of practice management software applications.

Strengths:

- Inventory Control Procedures
 - Safety Regulatory Compliance
 - Risk & Records Management
 - Scheduling / Tracking / Data Entry
 - Materials Accountability & Quality Control
 - Inspections / Testing / Troubleshooting & Repairs
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AREAS OF EXPERTISE

Operations Specialist:

- Created initiative to improve outdated processes and streamline workload requirements.
 - Demonstrated exceptional team building capability which ultimately lead to maximum performance.
 - Supervised multiple projects simultaneously without once exceeding budgeted costs or allotted time.
 - Provided technical information regarding administrative procedures, services, maintenance, or repairs.
- Received multiple awards for outstanding job performance, team achievement, and exceeding objectives.

Management and Safety:

- Maintained records of all PPE and Hazmat material to ensure safety compliance with State guidelines.
- Monitor proper safety procedures to all workers complied with OSHA standards and safety prevention.
- With accountability being top priority, I keep track of all equipment and materials used for daily operations.
- Applied corrective measures to prevent aggravation of hazardous material on environmental contaminant.
- Supervised 8-12 team members daily while regularly and precisely inspecting if the work is complete to standards and regulation.

Customer Service:

- Exercised independent judgment, decision making abilities and high level of confidentiality.
 - Collaborated with various levels of management to gather information pertaining to key issues.
 - Provided timely and accurate information to customer order status and product knowledge requests.
 - Listened to customers concerns and diffused frustration, provided customer with options and solutions.
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CAREER BACKGROUND

Customer Service / Shift Lead / Logistics / Manager in Training / Maintenance Inventory Clerk

Bowlmor AMF & Circle K / Taco Bell / Amazon DSP / Super Star Carwash / Suja Life (01/2023 ~ 03/2024)

Operations Specialist/ Towed Artillery Systems Technician, U.S.M.C, Camp Pendleton, CA (04/18 ~ 04/22)

EDUCATION / WORKING KNOWLEDGE / CERTIFICATION

- Psychology ~Palomar College (attending) | Safety/Quality Awareness ● Equipment Installation
- Preventive Maintenance ● Workplace Safety ● HAZMAT & OSHA compliant / Safety Techniques
- Hazardous Materials ● Regulatory Compliance (OSHA, DOT) ● Supervision 10 to 15 employees

ADDITIONAL COMMENTS

SERVICE VETERAN – U. S. Marine Corps. Eligible for federal income tax credit, [Work Opportunity Tax Credit](#) (WOTC) to EMPLOYERS, up to \$9,600 tax credit for hiring specific target veteran(s). Please Inquire.

