Joseph A. Valentin Velez
787-237-3342
velezandroid1@gmail.com

OBJECTIVE

- To work for a progressive organization in a highly motivating and challenging environment that provides the best opportunities to grow and utilize my potential to the fullest to achieve the organization goals while achieving my personal goals.

SKILLS

- Experience in Customer Service, Sales & Merchandising, Stocking, Warehouse Duties & Heavy Machinery, Fully bilingual, good interpersonal relationships.

Advanced Composites, Inc., Guaynabo, Puerto Rico   Sep 2009 - Feb 2011
Warehouse Worker

- receiving, sorting, storing, taking inventory, keeping records and organizing for the shipping of merchandise stored in the warehouse.

ESPN Wide World of Sports, Orlando, Florida, United States   Apr 2011 - Dec 2012
Sales/Cashier

- Welcome and address customers in a professional manner, Manage a high volume of customers in courteous and friendly way, Inform customers about available products, ongoing sales, discounts and promotions, Give product suggestions to customers when needed, Assist customers in product selections based on their needs, Perform cash or credit card transactions for customer purchases, Handle cash register and manage cash receivable and payables.

Veza Telecom, Roswell, Georgia, United States   Dec 2012 - Nov 2013
Customer Service Representative

- Resolve customer complaints via phone, email, mail, or social media.

- Use telephones to reach out to customers and verify account information, Greet customers warmly and ascertain problem or reason for calling, Cancel or upgrade accounts, Assist with placement of orders, refunds, or exchanges.

Sears Holdings (Kmart), San Juan, Puerto Rico   Dec 2013 - Jan 2015
Overnight Stocker

- Stock Merchandise, unloading trucks, Sort out received items, Ensure that any excess materials are placed in storage rooms, Handle stock inventory and make sure that it is accurate by rechecking it.

EDUCATION

Adela Rolon Fuentes, Toa Alta, Puerto Rico   June 2009
High School Diploma

REFERENCES

Available Upon Request