

Justin R. Garcia
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720-409-9499
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Career Objective

To engage and adapt within an innovative environment where I can contribute towards a successful outcome and further develop professionally.

Personal Profile

I am an open, creative, positive, reliable and intuitive person who is currently seeking employment within an thriving organization where I can demonstrate my ability to listen to and understand customer needs while adhering to organizational objectives, and willingness to seek opportunities that represent the best business practice.

Skills Summary

- Ability to work with computer software packages including Microsoft Office
- Good organizational skills with a high attention to detail
- Ability to work both independently and as a team member
- Ability to work effectively and complete tasks in a timely manner
- Excellent customer service skills
- Ability to establish and maintain effective working relationships
- Ability to exercise good professional judgment
- Reliable
- Ability to be flexible and creative
- Ability to accurately report and disseminate information

Professional Experience

My experience to date has prepared me with the ability to adhere to established requirements for maintaining the highest standard and quality of products and services.

I have demonstrated my ability to successfully work independently and within a team environment that constantly changes, has tight deadlines, and on-going interruptions.

Overall I possess the ability to maintain an appropriate level of knowledge, skills, and training to perform necessary tasks and functions relating to my position.

Education

COLLEGIATE ACADEMY OF COLORADO – Littleton, CO
High School Diploma, 2010

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Certification

CPR PROFESSIONALS – Littleton, CO
Heartsaver First Aid, 2010

Work History

MORNINGSTAR SENIOR ASSISTED LIVING – Littleton, CO
Prep-Cook - September 2009 - Current

Morningstar Assisted Living Center houses approximately 85 residents, who require daily meal preparation. Within this role I am responsible for maintaining quality control during product preparation and service, organizing and maintaining supply products, coordinating shared duties to proficiently utilize a wide range of kitchen tools and utensils, preserving leftover food ensuring proper storage, performing kitchen maintenance tasks, and testing production quality at specified intervals.

AG MORTGAGE COMPANY- Lakewood, CO
Data Processing Assistant - June 2010 - May 2011

AG Mortgage Company is a brokerage firm and provider of quality mortgage loan products and services. As an Data Processing Assistant, my role consisted of gathering client data and managing documentation. This included adhering to confidentiality requirements as mandated by law, and maintaining quality controls regarding securing data collection and management of records. Handling numerous inquiries over the phone and in person, entering applications, account status changes and other information within the managed database, Prepared bank deposits of cash receipts, reviewed and processed response letters in accordance with established processes, sorted and distributed department/division incoming mail/faxes; shredded confidential documents, maintained current knowledge about business activity, Scanned/ files, tax returns, loan documentation, financial data, and division correspondence.