

Jesus Rodriguez

Sales Representative/ Assembler

Pomona, CA
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Seeking a career with a well established company where my skills are implemented and enhanced.
Authorized to work in the US for any employer

WORK EXPERIENCE

Assembly Operator

Classic Wire Cut - Santa Clarita, CA - July 2014 to Present

Responsibilities

Assemble parts with close tolerances using hand tools and microscopes.
Successfully set-up all repeat jobs plus basic development jobs through first article within the allotted timeframe.
Set-up most of the required inspection methods.
Troubleshoot all repeat jobs plus basic development jobs as required.
Read and interpret work instructions and blueprints.
Print labels and packaging the medical devices

Vendor/Sales Representative

P&G Prestige - Glendale, CA - March 2008 to Present

Greet customers and ascertain what each customer wants or needs.
Describe merchandise and explain use, operation, and care of merchandise to customers.
Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices
Maintain records related to sales and place special orders or call other stores to find desired items.
Demonstrate use or operation of items by setting up tables, creating baskets, and gift wrapping.

Sales Associate

Macy's - Valencia, CA - November 2007 to March 2008

Conferred with customers by telephone or in person to provide information about products, took or entered orders, canceled accounts.
Kept records of customer interactions or transactions, recording details of inquiries, complaints, or comments.
Checked to ensure that appropriate changes were made to resolve customers' problems.
Determined charges for services requested, collected deposits or payments, or arranged for billing.

Front Desk Auditor

Holiday Inn - Stockton, CA - September 2005 to September 2007

Greeted, registered, and assigned rooms to guests of hotels.
Verified customers' credit, and established how the customer will pay for the accommodation.
Made and confirmed reservations.
Posted charges, such as, food, liquor, or telephone calls, into the computer system.
Computed bills, collected payments, and made change for guests.
Performed bookkeeping activities, such as balancing accounts and conducted nightly audits

Assistant Manager

Perfumania - Tracy, CA - September 2005 to June 2007

Provided customer service by greeting and assisting customers, and responding to customer inquiries and complaints.

Directed and supervised employees engaged in sales, inventory-taking, reconciling cash receipts, or in performing services for customers.

Monitored sales activities to ensure that customers receive satisfactory service and quality goods.

Instructed staff on how to handle difficult and complicated sales.

Hired, trained, and evaluated personnel in sales or marketing establishments.

Responsible for payroll, submitting hours into computer system and approving all hours for employees.

Planned budgets and authorized payments and merchandise returns.

Shift Manager/Server

Mexican Restaurant - Tracy, CA - September 2002 to November 2005

Managed food and work safety and checked with customers to ensure that they were enjoying their meals and took action to correct any problems.

Collected payments from customers and prepared checks that itemized and totaled meal costs and sales taxes. Balanced cash registers.

Wrote patrons' food orders on order slips, memorized orders, or entered orders into computers for transmittal to kitchen staff.

EDUCATION

Certificate in Manufactory Technology

College of the Canyons - Valencia, CA

2012 to 2013

General Education in General Education

San Joaquin Delta College - Stockton, CA

2003 to 2006

High School Diploma in General Education

Tracy High School - Tracy, CA

2002 to 2003

SKILLS

Typing (45 wpm), filing, creating reports, answering phones, scheduling appointments, mailings and database management and Cash Handling Experience Detail-oriented individual who is punctual and efficient with work tasks Bilingual-English/Spanish Computer proficient with Microsoft Office, Windows 7, and the Internet Excellent verbal and written communication skills Proven ability to manage multiple tasks in fast-paced work environments Equally skilled working independently or as a member of a team

ADDITIONAL INFORMATION

Over five years of professional experience in performing customer service duties

Office experience includes typing (45 wpm), filing, creating reports, answering phones, scheduling appointments, mailings and database management

Management and Cash Handling Experience

Detail-oriented individual who is punctual and efficient with work tasks

Bilingual-English/Spanish

Computer proficient with Microsoft Office, Windows 7&8, and the Internet

Excellent verbal and written communication skills

Proven ability to manage multiple tasks in fast-paced work environments

Equally skilled working independently or as a member of a team

I finished a certificate on CNC Machining also MasterCam X2 software and took catia 1 & 2, passed all my classes with a high GPA of 4.0