

Luis Higareda

Denver, CO

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Authorized to work in the US for any employer

WORK EXPERIENCE

Assembler

Pinnacle - Denver, CO - February 2015 to Present

Shipping and Receiving

REDBOOK SOLUTION - Englewood, CO - October 2014 to January 2015

Packaging of the final product.

- Multi-task in different projects.
- Keeping up with the line.
- Sorting out packages to its shipping location.
- Contacting UPS or FEDEX to schedule pick ups.

Team Supervisor

STAPLES - Irvine, CA - May 2008 to November 2013

Provide customer service by greeting and assisting customers, and responding to customer inquiries and needs.

- Direct and supervise employees engaged in sales, inventory-taking, reconciling cash receipts, or in performing services for customers.
- Monitor sales activities to ensure that customers receive satisfactory service and quality goods.
- Assign employees to specific duties.
- Enforce safety, health, and security rules.
- Establish and implement policies, goals, objectives, and procedures for their department.

EDUCATION

Associates of Science in Film

THE LOS ANGELES FILM SCHOOL - Hollywood, CA

October 2012

High School Diploma in Roll and Honor Society awards

CENTURY HIGH SCHOOL - Santa Ana, CA

June 2007

ADDITIONAL INFORMATION

- Team-Player with excellent communication skills.
- Friendly and opened-minded; committed to customers satisfaction.
- Coaching and mentoring employees.
- Knowledge in PC and Mac computers.
- Key holder with knowledge in opening and closing the building.