

Alejandro Alvarez-Penaloza

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Seeking employment which will allow me to grow professionally, while being able to utilize my strong organizational, educational, and exceptional people skills.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Warehouse Worker

Carpet Exchange - Colorado Springs, CO

January 2023 to Present

- Receive product and verify its correct amount and color.
- Unload delivery trucks using forklift.
- Put away material in a proper manner using forklift.
- Load out customers and contractors on forklift.
- Tag and logged every product received.
- Cut carpet rolls using machine.

Parts Delivery & Store Counter Sales

O'Reilly Auto - Colorado Springs, CO

November 2021 to November 2023

- Ability to thrive in a busy, fast paced retail environment
- Excellent customer service skills
- Provide excellent customer service through the safe and efficient delivery of parts and products to our professional customers using a company provided vehicle.
- Cleanliness and standard maintenance of delivery vehicles as well as observing company safety procedures.
- Ensure efficient deliveries by quality checking orders that ultimately gets our products in the hands of our customers
- Knowledgeable and energetic with a passion for automotive parts.
- Taking care of the customer, as well as the power of teamwork.
- Deliver excellent customer service and ensure a positive customer experience.
- Support management in the accomplishment of assigned tasks, including maintaining inventory control and store appearance.

Delivery Associate

CARVANA - Colorado Springs, CO

December 2021 to August 2022

I am responsible for facilitating and coordinating the delivery of purchased vehicles to customers. As a Customer Service Delivery Advocate, you will:

- Frequently interact with customers in person, by phone, email, and text.
- Coordinate with customers the delivery of vehicles purchased from Carvana.
- Keep

and maintain accurate detailed notes of customer interactions. • Complete a pre-delivery checklist to assure the vehicle is ready for delivery. • Promptly respond to customer requests and assist customers to resolve issues and complaints. • Resolve complex issues with guidance from others. • Put together fun customized care packages. • Operate customized single-car haulers on public roads to deliver newly purchased vehicles to customers. • Accurately complete customer paperwork.

Maintenance Technician

G&G handyman services - Racine, WI

October 2015 to November 2021

- Survived buildings and repair mechanical systems to ensure they are consistent with health and safety standards
- Performed maintenance of electrical systems (replace light bulbs and sockets, clean and repair circuit breaker panels etc.)
- Assisted in the setup of ventilation, refrigeration and other systems and conduct repairs when necessary
- Maintained heating and plumbing systems to ensure functionality
- Inspected alarm systems (fire, protection) and schedule repairs when needed
- Performed manual repairs when necessary (fix locks, replace windows etc.)
- Undertaken activities of pest control such as spraying insecticide
- Conducted general upkeep procedures (e.g. landscaping) and other tasks as assigned (painting, carpentry etc.)
- Assisted in budget preparation and ensure it is followed

Labor/driver

C & T Stucco LLC - Colorado Springs, CO

December 2010 to September 2015

Perform tasks involving physical labor at commercial and residential projects that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.

- Inspect equipment, scaffolding or materials to identify errors or other problems or defects.
- Operate a variety of hand and power.
- Clean up and debris, and remove waste materials.
- Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts and passenger vehicles.
- assist other craft workers.
- Mix mortar, stucco, and EIFS materials to desired consistency for application and supply to mechanics in a timely throughout the course of the day.
- Prep areas for stucco, stone, and EIFS by taping off and covering up areas as directed.
- Assist in the erection and dismantling of scaffolding at various heights.
- Maintain a clean job site pick up all tools and equipment and secures job site each day to eliminate potential hazards.
- Communicate in a timely and proactive manner to the Field Manager the condition of the equipment and material.
- Held accountable for the care and condition of assigned truck and equipment.

Education

High school diploma

Colegio Rossland - Ciudad de México

June 2007 to September 2009

Skills

- Vehicle Maintenance
- Climbing
- Bilingual in English and Spanish
- Stucco
- Pallet Jack
- Communication skills
- Heavy lifting
- Customer service
- Warehouse experience
- Load & unload
- Customer service
- Automotive repair
- Sales
- Computer skills
- Public notary
- Basic math
- Retail math
- Phone etiquette
- Supervising experience
- Cash handling
- Retail sales
- Cash register
- Account management

Languages

- Spanish - Fluent

Certifications and Licenses

Certified Notary Public

December 2021 to December 2025