

Bruce Evans
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Objective

Seeking a position as an Administrative Assistant where my skills, education, and experience can be fully utilized, with opportunity for professional growth.

Qualifications

- MS Word Excel PowerPoint Outlook
- MS 7 and 10
- Customer Relations
- Technical Writing

Training

San Bernardino Valley College
Office Clerical Classes

San Bernardino, CA.
2013-2014

Patten College
Associate of Arts Degree
GPA 3.9

Oakland, CA.
1997-2001

Employment History

Angelica
Production Worker

Colton, CA.
2015-2018

Ran cart washer, dried carts, inspected cart wheels. Emptied cart loads on conveyor for processing.

NextGen Technology
Assembler/Packer

Ontario, CA.
2015

Assemble/Pack dental care and whitening kits for Phillips Oral Healthcare.

SMX Staff Management
Picker/Stower

San Bernardino, CA.
2014

Work in warehouse either picking items out of bins for shipment to customers or into bins for stowage until ordered by customers. Used RF scanner to locate/record items.

Aztec Uniform and Towel Rental
Route Sales/Driver

San Bernardino, CA.
2006-2012

Load truck and check deliveries against invoices. Pickup and deliver linen at customer locations. Collect monies or checks. Check customer inventories. Resolve customer issues/problems. Increase inventories/ sales. Write new customer contracts.

HilexPoly

Rancho Cucamonga, CA.

Plant Mechanic

2005-2006

Maintain and repair plastic extrusion, bag machines and all plant equipment. Perform preventive maintenance and cleaning. Assist line workers when necessary.

JC Computers

Ontario, CA.

PC/Network Technician

2005

Build, repair and install computers, printers, routers and monitors. Install Operating Systems (Windows 98, 2000, XP, 7 and Server 2003), and Applications (Office, Adobe). Install cables and wireless networks. Configure security. Spyware/ Virus removal.

Aztec Uniform and Towel Rental

San Bernardino, CA.

Supervisor

2002-04

Operated all washroom equipment. Directed washroom personnel in their duties. Schedule work to maintain necessary output to all sections of facility. Ensured safety procedure were followed.

S.Q.S.P. Sheet Metal Shop

San Quentin, CA.

Shop Clerk

1999-2001

Job Duties: Ordered tools and shop supplies. Programmed word processor to fill out forms. Administered tests to students. Inventoried tools and supplies. Typed paperwork.