

John Moua

Pursuing bachelor in Bio-Engineering

Westminster, CO

johnmoua39_47b@indeedemail.com

+1 720 934 8589

Skills

- Quick Learner
- Communicative
- Works good on teams
- Works good individually
- Responsible
- Great listener and feedback given
- Friendly person
- Specify/clarity of communication
- Empathetic
- Respectful
- Open-mind
- Great with computers
- Self-Controllable
- Positive attitude
- Business is business and private life is private life

Personal Skills

- Computer hardware repair proficiency
- Somewhat handy-man
- Microsoft applications/Google application proficiency
- Bilingual
- Basics of soldering, crimping, wire wrapping, and wiring

Authorized to work in the US for any employer

Work Experience

Delivery Driver

Agu Logistics Inc - Denver, CO

October 2019 to March 2021

Amazon Delivery Driver focusing on safe driving, proper lifting techniques, courtesy of residential, and efficient time management while delivering packages.

Delivery Driver

Taziki's Mediterranean Cafe - Northglenn, CO

July 2019 to October 2019

Cater delivery, setup, greet consumer, communicate with consumer about any setup necessities, drive responsibly, punctual.

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- Completed all necessary paper work, including confidential logs

- Managed invoices
- Maintained a friendly and courteous demeanor with customers
- Made deliveries for Residency, Private companies, Major companies, Small businesses, and others.
- Averaged 2 deliveries per day
- Perfect attendance record
- Operated GPS Google Maps for accurate routing
- Loaded orders and sorted shipments
- Handled merchandise
- Managed invoices
- Communicated customer complaints to Store owner, and general managers.
- Trained new employees

Lead Generator

Brio Energy - Denver, CO

June 2019 to June 2019

- Door-to-door sales/qualification pitch
- Kept communications open with all co-workers
- Input any lead generated into systems
- Contacted sales consultant if any issues were involved
- Xcel energy usages from home owners for qualifications

Crew Member

Tropical Smoothie Cafe - Arvada, CO

April 2019 to May 2019

- Worked well in a fast-paced, high pressure environment
- Greeted and served customers
- Answered customer questions
- Answered and made phone calls
- Maintained a positive relationship with coworkers
- Handled administrative tasks
- Received and routed phone and online orders
- Took cash and credit card payments
- Maintained store cleanliness
- Prepared food and stocked the fridge and freezer
- Restocked supplies
- Provided customer service with a smile
- Bussed tables
- Welcomed all customers
- Took customer orders
- Ran the cash register
- Responsible for answering the phone
- Cleared tables
- Labeled containers and boxes
- Provided exceptional customer service
- Opened and closed the store and restaurant
- Prepared food items and orders

Overnight Valet

Hyatt Place - Waco - Denver, CO

October 2017 to December 2017

- Greeted hotel guests with proper manner and addressing guests in a mannerly fashion.
- Retrieve guests vehicle and deliver in a timely manner and responsibly.
- Log overnight parking lot vehicles and input information into valet system.

Assembler

Blue Circle - Lafayette, CO

September 2017 to December 2017

- Actively met assembly goals
- Operated torque drills
- Performed in depth assembly of products, product, and parts
- Conducted routine maintenance
- Managed and solved issues
- Ensured job was performed in a clean and safe working environment
- Operated a variety instruments including, routine fastening instruments
- Documented Foreign Object Damage (FOD)
- Lifted up to 25 pounds
- Loaded and inspected parts, product, and products
- Assembled materials
- Recorded production process
- Inspected finished products

Seasonal Employee

Macy's - Westminster, CO

August 2017 to August 2017

- Restock merchandise on the floor
- Help shoppers with questions and concerns
- Help the freight team receive and unload
- Work in a team base environment

Overnight Freight Team Associate

Home Depot - Westminster, CO

March 2017 to May 2017

- Overnight restocking
- Lifting products up to 75 lbs
- Communicating issues and concerns
- Follow restocking procedures
- Use an electric ladder

Crew Member

Culver's - Westminster, CO

July 2016 to August 2016

- Greeted customers with hospitality and a smile
- Help take orders in person
- Restock FOH and BOH

- Kept dining area clean
- Run food
- Worked well in a fast-paced, high pressure environment
- Greeted and served customers
- Answered customer questions
- Maintained a positive relationship with coworkers
- Handled administrative tasks
- Took cash and credit card payments
- Maintained store cleanliness
- Bussed tables
- Prepared food and stocked the freezer
- Restocked supplies
- Provided customer service with a smile

Assembler

Optimum Systems Inc - Arvada, CO

August 2015 to October 2015

- Complied with production and assembly instructions
- Operated precision measuring instruments
- Diagnosed testing structures
- Screwed work pieces
- Maintained a safe work area
- Determined work orders
- Conducted installation of assembly
- Assembled soldered parts, product, and products
- Performed repetitive sealing of parts
- Ensured job was performed in a clean and safe working environment
- Documented Foreign Object Damage (FOD)
- Lifted up to 25 pounds
- Assembled materials
- Recorded production process
- Inspected finished products
- Worked on small parts assembly
- Performed quality checks
- Performed general soldering duties

Education

High school diploma

Westminster High School - Westminster, CO

August 2011 to May 2015

Skills

- Guest Service
- Customer Service

- Valet
- Warehouse Experience (Less than 1 year)
- Soldering (Less than 1 year)
- Blueprint Reading (Less than 1 year)
- Assembly Experience (1 year)
- Driving Experience (1 year)
- Catering Experience (Less than 1 year)
- Handyman Experience (Less than 1 year)
- Delivery Driver Experience (1 year)
- Basic Math (10+ years)
- Basic Computer Skills (7 years)
- Computer Skills (2 years)
- Computer Hardware (2 years)
- Packaging (1 year)
- Microsoft Office
- Food Safety
- Food Production

Certifications and Licenses

Driver's License

August 2018 to August 2023

Assessments

Retail Cash Handling — Proficient

April 2019

Calculating retail transactions and knowing cash drawer policies and procedures.

Full results: [Proficient](#)

Retail Cash Handling — Familiar

September 2019

Calculating retail transactions and knowing cash drawer policies and procedures.

Full results: [Familiar](#)

Food Safety — Highly Proficient

August 2019

Proper food handling, storage, and equipment use for preventing the spread of foodborne illness.

Full results: [Highly Proficient](#)

Retail Skills: Shelf Stocking — Highly Proficient

July 2019

Measures a candidate's ability to receive and store merchandise or product.

Full results: [Highly Proficient](#)

Spreadsheets with Microsoft Excel — Completed

June 2019

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: [Completed](#)

Customer Focus & Orientation — Proficient

June 2019

Measures a candidate's ability to respond to customer situations with sensitivity.

Full results: [Proficient](#)

Attention to Detail — Completed

May 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Completed](#)

Reliability — Completed

April 2019

Measures a candidate's tendency to be dependable and come to work.

Full results: [Completed](#)

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