

Jorge Catu

Layton, UT 84041

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Professional Summary

TO PROVIDE QUALITY PERFORMANCE AND RELIABILITY. TO ADAPT TO ALL CIRCUMSTANCES AND PRACTICE HIGH STANDARD OF CUSTOMER SERVICE.

Authorized to work in the US for any employer

Work Experience

Commercial Sales Manager

AutoZone-Kaysville, UT

March 2018 to Present

1. Help customers with all needs
2. Parts knowledge
3. Help with scheduling
4. Maintain inventory
5. Order picking for commercial customers
6. Maintain store

Delivery driver/Appliance services

Lowe' Home Improvement-Bountiful, UT

June 2016 to March 2018

- Delivered a wide variety of items , including installation and trouble shooting of appliances
- Assured appliances arrived at destination
- Utilized work Phone to process and ensure timely deliveries
- Received, unloaded and delivered orders, packages, products, and materials
- Adhered to Department of Transportation (DOT) regulations
- Managed paperwork
- Established long-term customer relationships
- Refueled vehicle

Collection specialist / sales assistant

Acceptance Now-Salt Lake City, UT

Acceptance Now

Collections Specialist/Sales Assistant

Started out in collections where I was responsible for my own truck being on time to scheduled pick-up's had to lift up to 100 pounds or more up and down multiple pats levels

and as a sales assistant i have to take payments and pitch our program to new customers
Golden Beverage.

Forklift operator/ Picker.

In this position I would drive operate a forklift around the warehouse and pick and build
pallets with product and then load them on to trucks for routes the next day

Iconography Inc.

Team Lead.

Graphics, Painting and Design - I prepared and plastered walls with my team. I also did
some wood work as well with stain and lacquer and worked gold leafing and vinyl designs.

Savers.

CDC/Warehouse.

CDC - Greeted customers at the donation doors and took in donations loaded and
unloaded donations trucks in back and helped maintain store and put product away.

Lockheed Martin.

Material handler

Inside Hill Air Force base. Took care of inventory and management of all tools for separate
projects and replacement of parts for all shops. Maintained and organize area for auditing
inventory. I have on base clearance.

Walmart.

Overnight Associate.

I was an Overnight Associate and i was in charge of stocking up all pet food product: from
large palletted bags of food also can food boxes. s with 50-60 pounds

Education

High school diploma

Layton High School - Layton, UT

January 2006 to January 2008

Skills

- CUSTOMER SERVICE (Less than 1 year)
- RECEPTIONIST (Less than 1 year)
- RETAIL SALES (Less than 1 year)
- Bilingual (10+ years)
- Packaging
- Forklift
- Driving Experience (6 years)
- Cash Handling
- Spanish

- English
- Multilingual
- Delivery Driver Experience
- Manual Transmission
- Van driver
- Box Truck
- Materials Handling
- Load & Unload
- Heavy Lifting
- Driving
- Sales
- Route driving
- Driving
- Heavy lifting
- Customer service
- Sales management
- Cash handling
- Retail sales
- Sales
- Cash register
- Relationship management
- Load & unload
- Front desk
- Forklift
- Assembly
- Bilingual
- Spanish
- English
- Management
- Stocking
- Communication skills
- Delivery driver experience
- Mechanical knowledge

Certifications and Licenses

Forklift Certified

Present

DOT Medical Card

November 2018 to November 2020

driver's license

Driver's License

June 2005 to September 2031

Additional Information

SKILLS:

- Work well in any atmosphere
- Will complete all tasks in timely matter
- In all previous jobs have acquired customer service skills and experience
- Work well with others
- Follow all tasks set before me
- Bilingual. Fluent Spanish