

# Jorge Hernandez

Livingston, TX 77351

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To obtain a position focusing on my skills and abilities to advance in a company.

Willing to relocate to: Livingston, TX - -

Authorized to work in the US for any employer

## Work Experience

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### **Automotive Technician**

Premier Auto plex - Livingston, TX

March 2022 to September 2022

during repairs on vehicles and assisting wherever needed.

### **Letter Pressman**

Wheeler Sonoma Printers - Vallejo, CA

April 2016 to March 2021

Responsibilities include: Set up press for different jobs such as foiling, embossing, letter press, de-bossing, perfining, scoring, die cutting, shipping, receiving, loading, unloading, fork lift driver, pallet jack driver, mechanic, answering phone, helping customers with color of foil or ink.

### **Parts tech**

O'reillys Auto Parts - Vallejo, CA

January 2018 to September 2020

Responsibilities include: Looking up parts and prices for customers. Answering phone, taking out trash, stocking shelves, grabbing stock from back, sweeping, giving 100% customer service, security, cash handling, checking part numbers, charging batters, testing batteries, installing wipers, moving vehicles.

## Education

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### **Associate Degree**

Intellitec College - Colorado Springs, CO

2012 to 2013

### **High school**

Tesla EOP High School, CO

2001 to 2001

## High school diploma or GED

### Skills

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- Microsoft office (10+ years)
- Letter Pressman (3 years)
- hand tools (10+ years)
- Cash Handling (10+ years)
- fork lift (3 years)
- Customer Service (10+ years)
- Automotive Repair
- Suspension
- Vehicle Maintenance
- Oil Change
- Mechanic Experience
- Delivery Driver Experience
- Brake Repair
- Transmissions
- Alignment
- Technical Support
- Automotive Diagnostics
- Mechanical Knowledge
- Tire Service
- Welding
- Equipment Repair
- Service Technician Experience
- Computer Networking (Less than 1 year)
- TCP/IP (Less than 1 year)
- Wide-Area Network (Less than 1 year)
- Network Security (Less than 1 year)
- Local-Area Network (Less than 1 year)
- Network Protocols (Less than 1 year)
- Microsoft Windows (10+ years)
- DHCP (Less than 1 year)
- Help Desk (5 years)
- Software troubleshooting
- Active Directory
- LAN
- Schematics
- Accounting

- Service advisor
- Retail sales
- Bilingual
- Spanish
- Inventory control
- English
- Forklift
- Customer service
- Merchandising
- Cash register
- Sales
- Order entry
- Dealership experience
- Automotive repair
- Service advisor
- Parts

## Languages

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- Spanish - Fluent

## Certifications and Licenses

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### **Computer Networking**

January 2021 to Present

Diploma obtained in Computer Networking-Revised

### **Non-CDL Class C**

### **Forklift Certification**

### **Driver's License**

## Assessments

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### **Automotive maintenance — Proficient**

July 2022

Knowledge of vehicles, vehicle maintenance, and repairs

Full results: [Proficient](#)

### **Attention to detail — Proficient**

July 2022

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

Full results: [Proficient](#)

## **Forklift safety — Proficient**

July 2020

Best practices and safety hazards in forklift operation

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Additional Information

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### > Professional Skills:

- Microsoft Word • Letter Pressman
- Hand Tools • Works well independently and as a team
- Bindery • Efficient
- Internet proficient • Team player
- Switchboard, Multi-line phones • Multi task Oriented
- Data Entry • Bilingual (English & Spanish)
- Alpha & Numerical filing • Attention to detail
- Ten Key Touch • Thrive in a high energy environment
- folder • Work well under pressure