

Mizael Amaya

Littleton, CO

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Authorized to work in the US for any employer

Work Experience

Store Clerk

Xtreme Aviation - Newark, NJ

March 2023 to Present

As store clerk the position requires me to keep stock of all inventory. Deliver parts requested by mechanics. Keeping inventory of calibrated tools. Removing parts that have passed their shelf life period. Making sure all parts had correct FAA/EASA documentation.

Inspector

Unilode Aviation Solutions - Linden, NJ

January 2020 to March 2023

As an inspector my duties include reviewing all repairs technicians have made and making sure they are air worthy. Driving a forklift to load and unload trucks, setting up work stations with ULDs that require repairs. Reviewing work load and prioritizing repairs. Training new hires with repairs and demonstrating how to read the repair manuals. Leading the team to achieve the days goal for repairs. Troubleshooting and conducting repairs for Thermo King refrigeration systems. Prepping up ULD containers for pick ups for the following day. Working closely with the chief inspector and location manager to set goals.

Key Holder

Hot Topic, Inc. - Elizabeth, NJ

July 2019 to November 2019

As a key holder I am in the management team in the store. My duties as key holder were to open and close the store, count the money at the start of the day and at the end of the night. Lock away money deposits in safe. Setting hourly goals for associates, lead by example. Sending frequent emails to the DM on stores performance. Reviewing monthly, weekly, and daily goals to all associates and managers.

Gold coice CSR

Hertz/Dollar Rent A Car - Newark, NJ

September 2014 to March 2019

Positioned at the exit gate I would see every customer that arrived to the location as they left. My work entailed to assigning guest to their vehicles and offering bigger and more luxurious cars. Building a rapport based off of the customers needs and selling insurance coverages to them. Training new coworkers. Changing credit card payments and keep job post clean. Meeting monthly goals for sales and car upgrades. The last objective was to make sure the customers left happily from the location in case they had a bad flight or bad experience at the counter.

- Provided assistance to clients
- Assisted customers in person

- Maintained up-to-date knowledge of customer accounts
- Explained products and benefits

Peer tutor

Academic Learning Center - Cranford, NJ
October 2017 to July 2018

As a peer tutor I aided fellow students grasp a better knowledge of the same material I had previously taken. I would tutor various classes such as western civilization history, astronomy, communications and psychology.

Education

Trade school in Aviation maintenance

Aviation Institute of Maintenance - Teterboro, NJ
July 2021 to May 2023

Some college in Engineering

Union County College - Cranford, NJ
January 2016 to May 2020

High school diploma or GED

Skills

- Bilingual (english/spanish)
- Tutoring
- Customer Service
- CSR
- Leadership
- Critical thinking
- Punctual
- Communication skills
- Motivating
- Teamwork
- Management Experience (Less than 1 year)
- Upselling
- Microsoft Excel
- Microsoft Powerpoint
- Multilingual
- Mechanic Experience
- Microsoft Outlook
- Forklift (2 years)
- Micrometer

- Multimeter (1 year)
- wire crimping (1 year)
- Sheet metal (3 years)
- Hand tools (2 years)
- Power tools (2 years)
- Schematics
- Customer service
- Load & unload

Languages

- Spanish - Fluent
- English - Fluent

Certifications and Licenses

Driver's License

August 2022 to August 2026

Assessments

Mechanical knowledge — Proficient

July 2023

Understanding and applying mechanical concepts and processes

Full results: [Proficient](#)

Attention to detail — Proficient

February 2022

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

Full results: [Proficient](#)

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

Groups

UCC mix martial arts club -president

September 2017 to September 2019

Former secretary and Vice President. Position entails, sending emails to everyone who seeks information about the club. Attending meetings with the student government association Planning and organizing events throughout the school semester. Constant communication with the club advisor for upcoming events. Organizing clubs meetings every week.