

Raul Secundino

☎ 354-6274

✉ Secundinoraul@yshoo.com

📍 Colorado Springs, CO

🌐 raulsecundino

QUALIFICATION

- 5 years of customer service experience
- 5 years administrative experience
- 7 years of technical knowledge
- 8 years of experience in working with Mac and iOS systems
- 2 years of experience working with Microsoft applications

EDUCATION

Lincoln Tech | Year 2012

A.A. Automotive Technician
Denver, CO

Mitchell High School | Year 2010

High school diploma
Colorado Springs, CO

SKILLS & ATTRIBUTES

- Ability to communicate effectively with others.
- Ability to maintain composure in a high pressure environment.
- Willingness to work with a team or independently.
- Proficient in maintaining an efficient work flow.
- Ability to learn new skills quickly and accurately and improve current skills.
- Ability to adapt to new environments and situations.
- Willingness to be flexible within a job position.
- Ability to utilize problem-solving skills and develop effective solutions.

PROFESSIONAL EXPERIENCE

Customer Service

- Worked in many service-driven companies.
- Worked with a variety of clients and customers and provided support.
- Discussed client issues and properly troubleshooted and solved problems.
- Communicated easily with new and existing customers using verbal, nonverbal, written and visual communication.

Administrative

- Performed data entry tasks.
- Utilized multiple different computer software programs.
- Collaborated with team members to organize work projects.
- Utilized multitasking effectively during the workday.

WORK EXPERIENCE

Advantedge

Carpenter/Dry wall hanger
Trainer

June 2023 - Present

Rocky Mountain Interior Construction

Carpenter/Dry wall hanger
Trainer

January 2023 - March 2023

Spacecon

Carpenter/Dry wall hanger
Trainer

November 2022- January 2023

Schommer Construction

Carpenter/Dry wall hanger
Trainer

August 2015- November 2022

Good Year

Lube technician
Customer service representative

January 2012-August 2015

Firestone

Lube technician
Customer service representative

January 2011-January 2012