

# Reynaldo Loya

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3035010360

Willing to relocate: Anywhere  
Authorized to work in the US for any employer

## Work Experience

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### **Machine Operator**

SELF-EMPLOYED

September 2018 to Present

- Experience as a packaging operator, mechanical abilities, flexibility to meet changing production schedules and job assignments without close supervision.
- Perform heaving lifting (lift up to 100 pounds) and handle multiple tasks simultaneously.
- operate mechanical equipment, use of forklifts, man lifts or other heavy machinery.

### **Spanish Translator**

SELF-EMPLOYED

September 2014 to Present

- Provide interpretation between English and Spanish verbal and written
- Communicate, interact, and work cooperatively & professionally
- Ensure appointments are kept and performed on time
- Effective use of time management, organization and technology skills
- Maintain confidentiality in all aspects

### **Office Manager**

LOYA TRUCKING

January 2014 to Present

- Monitor and coordinate office workflow including training and planning, assigning and directing work of assigned office staff
- Managing inventory of assets and supplies
- Perform personnel management functions (including managing employee time and attendance, updating all personnel changes, preparing various payroll documents and scheduling interviews)

## Education

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### **Associate**

HIGH SCHOOL DIPLOMIA

ADAMS CITY HIGH SCHOOL - Commerce City, CO

## Skills

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- Interpretation (10+ years)
- Machining
- Translation
- Payroll
- Spanish (10+ years)
- English
- Mechanical Knowledge
- Assembly
- Manufacturing
- Multilingual
- Microsoft Word
- Research
- Recruiting
- Office Management (6 years)
- Packaging
- Forklift
- Microsoft Powerpoint
- Human Resources
- Interviewing
- Maintenance
- Merchandising
- Logistics
- Presentation Skills
- SAP
- Employee Orientation
- Leadership
- Negotiation
- Tutoring
- Event Planning
- Project Management
- Microsoft Excel
- Microsoft Office
- Conflict Management
- Quality Assurance
- Accounting
- Personal Assistant Experience

## Assessments

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### **Work style: Reliability — Completed**

July 2020

Tendency to be dependable and come to work

Full results: [Completed](#)

### **Warehouse associate — Proficient**

July 2020

Assesses the tendencies that are important for success in warehouse roles

Full results: [Proficient](#)

### **Manufacturing fit — Completed**

July 2020

Measures the traits that are important for success in manufacturing roles

Full results: [Completed](#)

### **Customer service — Familiar**

August 2020

Identifying and resolving common customer issues

Full results: [Familiar](#)

### **Attention to detail — Completed**

August 2020

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

Full results: [Completed](#)

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