

ADEL MORENO

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Mission Statement

To use my knowledge and expertise as a web developer to gain employment as a Jr. Web developer. I will use my skills to make a positive impact on the company and my coworkers.

Skills

- Quick problem solver
- Courteous, professional demeanor
- HTML, CSS, JavaScript, GitHub
- Committed team player
- Works well under pressure
- Accurate and detailed
- Critical thinker
- Employee training and development

Work History

Assistant Administration Coordinator

07/2009 to Current

Albertson's – Rio Rancho, NM

- Received and routed business correspondence to correct department or staff member.
- Screened applicant resumes and coordinated both phone and in-person interviews.
- Streamlined daily reporting information entry for efficient record keeping purposes.

Assistant Customer Service Operations Manager

- Worked with and supervised up to 15 team members at a time.
- Made decisions to resolve customer complaints.
- Set a professional example for all other team members to follow.

Lobby Clerk

- Stocked back stock inventory.
- Assisted guests with exchanges and returns.
- Answered telephone calls and responded to inquiries.

Host

07/2007 to 07/2009

Chili's – Rio Rancho, NM

- Assisted in maintaining preparation and service areas in a sanitary condition.
- Guided guests through menus while demonstrating thorough knowledge of the food, beverages, and ingredients.
- Cleaned and organized eating, service, and kitchen areas.

Education

High School Diploma:

2008

Rio Rancho High School - Rio Rancho, NM

Deep Dive Coding:

2018

CNM Ingenuity – Albuquerque, NM

Community Engagement

I participate in many of Albertson's Market sponsored community outreach programs. The most recent was the Mudd Volleyball Tournament that benefited the Carrie Tingley Children's Hospital.