

# Alexander Mena

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## Skills and Values:

Detail, outcome, safety, and team oriented. Stable and great with all types of people. Adherence to rules, regulations, laws, policies and procedures. Excellent written and verbal communication. Timeliness, honesty, and accuracy.

## Professional Experience

November, 15, 2021 - September 30, 2022

### **Compupod, San Francisco** - *Technician/Cashier*

- Provides a positive customer experience with fair, friendly, and courteous service.
- Registers sales on the cash register by scanning items, itemizing and totaling customers purchases.
- Resolve customer issues and answer questions.
- Handle return transactions.
- Repair cell phones and tablets.

March 2020-May 2020

### **Amazon.com,INC** *Warehouse*

- Receive shipments, unloading and sorting according to product type
- Transport products to proper storage area using pallet jack

January, 2019 - August 28, 2019

### **Just Energy Solutions** *Sales Team leader*

- Develop a strategy the team will use to reach its goal
- Provide any training that team members need
- Communicate clear instructions to team members
- Listen to team members' feedback
- Monitor team members' participation to ensure the training they are being provided is being put into use, and also to see if any additional training is needed
- Manage the flow of day-to-day operations
- Managed sales equipment to ensure optimal performance

March 13, 2018-January 2019

### **Just Energy Solutions**

## **Energy Advisor - Door to door Sales**

- Hand out Pamphlets
- Fill out contracts for services
- Sets up and demonstrates product and shows how customer can maximize product features
- Circle back and check on customers who are in the position to buy the product.
- Work an assigned territory, often up to 60-80 houses or locations per day
- Tell customers why product is better than competitors

July 12, 2014 - March 11, 2018

### **Compupod, San Francisco - *Technician***

- Organization of orders.
- Inventory keeping.
- Customer service manager.
- Cashier.

## **Education**

August 28 2012 - May 27 2016

### **Voice of Pentecost, 1970 Ocean Ave San Francisco - *Diploma***

Graduated High School with Honors.

## **Awards**

Honor roll , Technological achievement award.