**Christopher Arechiga**

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**OBJECTIVE**

I am looking to leverage my current professional knowledge into a more challenging and upwardly mobile position such as Technical Writer. The intimate knowledge I have gained of the dental implant industry over the last 8 years I believe would be invaluable to making the transition to a new role for me. Below I have listed my past work experience where I detail my skills and abilities that I believe would be better suited for a role such as this one.

**EXPERIENCE**

**Integrated Dental Systems - Biotech Dental**

March 2018 – May 2019

October 2020 - Current

Customer Service

My duties as a customer service representative encompass much more than just customer service work. This

Includes, but is not limited to technical support and IT. As a customer service agent, I facilitate the order

fulfillment processes through operations and supply chain to ensure on-time delivery of products and

high customer satisfaction. I also field calls on product complaints and questions, servicing the

customer to best remedy their often-urgent healthcare issue. My technical specialty lied on the

implant restoration side, where I would help doctors with prosthetic questions and aid dental labs

and technicians with CAD/CAM, specifically for our product. My job often requires me to assist other

team members by helping implement and teach new software and technical routine additions, this is ever more relevant as much of or product is moving into the digital environment. Product knowledge and standard procedural familiarity are crucial in my everyday work for dissemination and training of sales reps and distributing partners who are often unfamiliar with our ever-evolving catalog and services offered, in addition to the increased customer satisfaction that it normally yields.

**Long Beach Playhouse**

June 2015 - 2020

Music Director/Drummer/Percussionist

**MHP Structural Engineers**

July 2019- September 2020

Office Clerk

My position as an office assistant and clerk at MHP had me attend to several duties. Most of my time is spent facilitating workflow in the office and maintaining schedules for many of the engineers and project managers. Some of my other duties included creating photo documents/reports for the due diligence team, assisting accounting in updating job statuses as well as creating “jobs”, and assisting the director of new business in establishing potential client and partner relationships as well as helping to maintain the status of established relationships. I worked on projects as assigned to me by the partners there which can range from helping set up meetings in or out of the office to making sure all of our existing contracts are up to date/being fulfilled.

**Power 9**

June 2016- February 2017

Owner (sold)

From June 2016 until February 2017 opened and operated a small business in Signal Hill, CA. The business was a hobby store. The new endeavor required me to learn an entire slew of new skills at quick rate on my own in order to open and maintain smooth operations. During this venture I handled the incorporation of our business, as well as all the finances and taxes this includes working with financial institutions to set up merchant accounts and point of sales. I negotiated the lease and dealt with and negotiated with the with the local supply chain distributor for favorable terms and pricing on products for resale. I even occasionally ran the storefront, including managing POS and inventory. The venture ended when my business partner and I decided to sell in February 2017.

**Dentium USA**

March 2015 – January 2018

Customer Service/Inside Sales Support/Quality Associate

I worked in office for a dental implant company where my primary responsibilities were working with

medical professionals, mostly dentists on the safe use of our product and customer satisfaction.

Similar to my most recent position facilitated order fulfillment process through operations and supply

chain to ensure on-time delivery of product. This position also allowed me to explore many other

responsibilities. I eventually became a quality associate where I would inspect failed medical devices

and generate reports which would then be sent to the FDA. I attended seminars, lectures and trade

shows to demonstrate the uses of our products and to help train potential users. I also helped the

sales team in servicing house accounts and even managed the Arizona territory remotely (with

limited travel) for a short period of time. Some of my duties also included helping the accounting

department with invoicing and month end sales cut off reports.

**EDUCATION**

**Microsoft EdX – Basics in Java**

Have completed the Microsoft course for basics in Java and received the accompanying certificate.

**Tulane University - New Orleans, LA**

2010 – 2014 School of Liberal Arts – Major: Music Science and Technology 3.76/4.00 GPA

Honors Graduated Cum Laude, Presidential Scholar, Todd G. Schwartz Endowed Scholarship Recipient,

Conference USA – Commissioner’s Honor Roll 2010-2014

COURSEWORK

Music & DSP, Biomedical Electronics, Differential Equations, Audio/Visual Intermedia, Music Performance Systems, Technology and Creativity, Electric Circuits, Algorithmic Computer Music, Advanced Music Composition, Advanced Harmony, 18th/19th Tonal Analysis, 20th Century Music Theory, Orchestration

**ADDITIONAL**

**Tulane University Track and Field**

2010 – 2014 Student-Athlete

-Earned many Conference USA Honors, including Conference All-Academic first team my junior

season and the Conference USA’s commissioner’s honor roll for all 4 years of competition