

# Carlos J. Ruiz

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**Objectives:** *To grow and create meaningful experiences while helping others.*

## Special Skills:

- Microsoft Office & Windows
- Communication skills – written & verbal
- Passion for helping people
- Working independently and as a team
- Social media platforms
- Customer Service
- Adaptable in various working environments
- Some experience in Audio Engineering
- Management and team leadership experience
- Proficient with common hand tools and heavy woodworking machinery
- Bilingual (English & Spanish)
- Experienced driver of large vehicles and trucks
- Personable with a great sense of humor
- Impeccable music taste
- Advanced Guitarist & Drummer

## Experience:

### **Mountain Showcase Group, May 2023- Present, *Carpenter/ Door production***

Prepare all cabinetry and wood materials for finalization and finishing with proper spraying techniques and application, maintain a clean and organized work station within the shop, prep, mix and safely handle chemicals and solutions.

### **Lighthouse Woodworks Boston, Nov.2022-April 2023, *Shop Hand/Table Maker***

Execute different tasks across the shop and all facets of wooden table fabrication, operate equipment and common woodworking tools safely, meet with and assist potential and existing clients with any questions or concerns, operate and run CNC machine and other finishing machinery.

### **Renorun June 2021-Nov.2022, *Site Supervisor***

Managed a team of 24 drivers and handled day to day responsibilities of said team including but not limited to; Logging and approving employees hours, disciplinary discussions with direct reports, tracking company data and performance metrics for the Boston branch, scheduling vehicle fleet maintenance, conducting interviews and training new hires, refining the corporate training process, participating in creative business development and implementation, traveling to other states to help train and launch new sites, planning and organizing team building events, \*Laid off due to the company going through recession.

### **RenoRun Mar.2021-June 2021, *Delivery driver/ Customer Service Rep.***

Safely operate a sprinter van to and from construction sites around the greater Boston area with various construction materials, keep good relations with clients and all employees of various vendors, adhere to a timely schedule for deliveries daily, answer any questions from both clients and vendors, occasionally operate a twenty-foot box truck safely.

## Education:

Seminole State College, Sanford/Lake Mary, FL

- Relevant Courses: Communications, Creative and Technical Writing

Seminole High School, Sanford FL

- Honor Graduate – May 2011