

# CARLOS MONGE

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## PROFESSIONAL SUMMARY

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Responsible and Enthusiastic Web Development student eager to contribute to team success through hard work, attention to detail, excellent organizational and listening skills. Motivated to learn, grow and excel in web development.

## WORK HISTORY

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### **City Carrier Assistant**, 08/2020 - Current

USPS, Richmond, VA

- Planned and cased mail in sequence of delivery for designated route.
- Engaged customers with pleasant demeanor and offered to help with mail-related issues.
- Sorted and placed mail into mailboxes and post office boxes with high levels of accuracy.
- Used portable devices to maintain system records by scanning items delivered to homes and businesses.

### **Automotive Technician**, 02/2012 - 03/2019

Lexus Of Richmond, Richmond, VA

- Maintained compliance with dealer and manufacturer standards for warranty repair and maintenance actions.
- Troubleshoot and diagnosed faults with vehicle systems and components using OEM-specific code readers, diagnostic trees and online knowledgebase.
- Communicated issues to supervisor and helped develop solutions.
- Repaired brake, exhaust, electrical and other systems for domestic automotive brands.

## EDUCATION

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### **High School Diploma**, 06/2012

James River High School - Virginia



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## SKILLS

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- Bilingual in Spanish & English
- Intrapersonal communication skills
- Transferable skills: ambition, creativity, active-listening, etc.  
Ability to perform under-pressure
- Problem-Solving skills
- Organizational skills
- Time management skills
- Effective leadership skills