

Sergio M Pena

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Education

Waubonsee Community College | Aurora IL

Major: Computer Science

Expected Graduation Date: N/A (part time undergrad)

West Aurora High School | Aurora IL

Diploma, May 2011

Achievements/Accomplishments

- President's Award for outstanding client service (Valley Honda)
- Hazmat certified.
- Certification in forklift training.
- Food Handlers Certification

Work Experience

Meat Cutter/ Clerk

Market of Choice | Cedar Mill, OR

Nov 2019-July 2020

- *I provided Customer service to customer and help all their meat and seafood needs.*
- *Cuts and prepared all varieties and cuts of meat while operating tools safely.*
- *Maintained, filled, and rotated product in meat cases and cooler/freezer.*
- *Maintained high standards for product guidelines in sanitation, freshness, trimming, and cutting.*
- *Assists in other duties as assigned.*

Parts Specialist

Valley Honda | Aurora, IL

Jan 2015- Sept 2019

- Verifying accuracy and sorting information to prepare source data for computer entry for warranties
- Invoiced all Customer and Wholesale sales, as well as recorded entry and filed all accounts.
- Oversaw and Maintained Stock inventory levels, for Retail/Wholesale Accounts
- Participated in various training programs to enhance knowledge on all processes and products.
- Coordinated with internal and external customers and ensure all parts reach within time accuracy, and ensured compliance to all local and federal regulations.

Student Aide/Dean's Assistant

Metea Valley (Indian Prairie School District) | Naperville, IL

Aug 2013- Jan 2015

- Organized/Aided in facility meetings/school events and provided Administrative Support.
- Prepared Documents for correspondence in the office, as well as Updating Data entry to maintain departmental records and database.
- Assisted administration with student behavior development, Maintained confidentiality, as well as implementing district/school regulations as school security.

Maintenance/Custodian

Aramark | Naperville, IL

Oct 2011- Oct 2014

- Assisted with the setup of facilities for meetings, classrooms, conferences, events, etc.
- Use and maintain assigned power equipment and hand tools for cleaning and general maintenance.
- Secured facilities after operating hours, and ensured spaces are prepared for the following day.

Skills

- Languages: Spanish, Fluent in reading and writing.
- I have excellent communication, organizational and time management skills.
- Consider myself a team player.
- Able to work in stressful/high pressure environments, good at problem-solving.
- Attentive to Detail.
- Open to Adaptability and flexibility.
- Hazmat Certified
- Forklift Certified
- Computer Literate: Excel, Microsoft Word, Email, PowerPoint, Data entry.
 1. Computer Languages: Python, PHP, Basic TCP/IP protocols.