

Ziyon Laboy
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OBJECTIVE

To obtain a position in an organization where I can apply my experience to assist with company growth.

QUALIFICATIONS

Background includes excellent customer service skills, conflict resolution, assertiveness, monetary transactions. Excellent interpersonal communication and team building skills. Excellent computer skills, type 80 wpm.

EXPERIENCE

Lions Inc

Customer Service

August 2019 -

- Received incoming calls and assisted clients with their issues.
- Took orders for the client and processed in computer
- Handled exchanges on materials to correct the client's needs.
- Called clients for follow up on their orders.

Lumac Solutions, Newark, NJ

November 2017- June 2019

Construction/Laborer

- Cleaned and prepared construction sites to eliminate possible hazards.
- Controlled traffic passing near, in, and around work zones.
- Signaled equipment operators to facilitate alignment, movement, and adjustment of machinery, equipment, and materials.
- Measured, marked, and recorded openings and distances to lay out areas where construction work will be performed.
- Loaded, unloaded and identified building materials, machinery, and tools, and distributed them to the appropriate locations, according to project plans and specifications.

NATIONAL & INDUSTRIAL PRODUCTS, Reading, PA

May 2016- November 2017

Packager

- Marked and labeled containers, container tags, or products, using marking tools.
- Measured, weighed, and counted products and materials.
- Examined and inspected containers, materials, and products to ensure that packing specifications are met.
- Recorded product, packaging, and order information on specified forms and records.
- Sealed containers or materials, using glues, fasteners, nails, and hand tools.
- Loaded materials and products into package processing equipment.

EDUCATION

Reading High School

Reading, Pennsylvania