

# Darwin Mendioro

## Full Time Student

Work experienced, ambitious full time student looking to transition into new career.

✉ darwin.mendioro@gmail.com

📞 415-871-5360

📍 San Francisco

🌐 [linkedin.com/in/darwin-mendioro-44494887](https://www.linkedin.com/in/darwin-mendioro-44494887)

## PROFESSIONAL EXPERIENCE

### Moving Lead at Salesforce HQ ABM Industries

02/2019 – 08/2019

#### Achievements/Tasks

- Exercise leadership through supervising a small team, and overseeing operations across five buildings
- Fulfill ticket requests on room setups
- Coordinate with events team on event setups
- Set up theatre auditorium that seats up to 250 people
- Excellent customer service to clients at Salesforce HQ
- Coordinate and assign employees to designated areas based on volume

### Store Operations Coordinator at Google Express

#### Staff Management

04/2017 – 02/2019

#### Achievements/Tasks

- Supervise a team by coordinating employees to positions based on abilities, competencies, and skills
- Provide training to new employees
- Involvement in reviewing, developing and improving processes and procedures
- Serve as a liaison between the fulfillment leader/market support team and the employees
- Render services as a vendor to merchant partners
- Facilitate and participate in the fulfillment process, by documenting invoices, confirming and packaging orders, and preparing orders for pickup and hand-off

## EDUCATION

Currently Pursuing Associates Degree at City College of San Francisco.

Expected Graduation Date – Fall 2020

Computer Technician Certificate of Accomplishment

Work in Progress - Expected 2021

## KNOWLEDGE, SKILLS AND ABILITIES

Effective written, oral, and non-verbal communication skills.

Ability to train others on new skills and procedures and provide lead work direction.

Demonstrated ability to effectively interpret, organize, and present information.

Ability to work effectively both independently, as well as on a team.

Ability to take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved.

Experience and familiarity with Microsoft Office, including Word, Excel, PowerPoint, and Outlook.

Strong client and customer services skills

Ability to conduct research on policies and procedures

## REFERENCES

*Available Upon Request*