



## Richard Martinez

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### Objective

Detail oriented, innovative and passionate; seeking a challenging career that provides an opportunity for growth where I can further develop my skills as well as use my skills in the best possible way for achieving the company's goals.

### Experience

#### **WEST COAST ATHLETICS; BREA, CA – 2018-PRESENT**

- Wordpress Website Development
- Maintain & Update Website Packages
- Redesign Webpages to Meet all Customer Requests

#### **FITZGERALD'S AUTO CARE CENTER; COSTA MESA, CA – 2018-PRESENT**

- Maintain All shop Equipment is updated regularly
- Keep Inventory on all Products being used on Daily Basis
- Assist Front Desk with all Customer Needs, Answering Phone Calls
- Daily Use of Mitchell1 For Shop Management, Marketing, and Repair Orders
- Communicating back and fourth with customers and technicians to ensure all Vehicle repair needs are met.
- Supervise, Plan, Schedule, and coordinate staff to ensure time efficiency and clean repairs

#### **SHIFT LEAD/ VALET/ BELLMAN , LAZ PARKING; ANAHEIM, CA – 2017-PRESENT**

- Greet customers upon arrival
- Assistant any and all customers with baggage
- Valet & maintain an organized parking structure
- Daily audit to Record Customer Vehicles on Property

### Education

Savanna High School – General Education Graduate, 2014

Orange Coast Community College - Electronics Technology, 2014-2015

Redwood Code Academy - Web Development, 2016

## Skills

- Bi-literate : Spanish
- Complete all assigned tasks in a timely manner
- Work well in fast paced environments
- Team player / Team Communicator
- Leadership skills- both assisting team & taking initiative
- Flexible schedule
- Detail oriented
- Quick learner
- Knowledge in : HTML, CSS, Javascript, Word Press
- Maintain and update Wordpress websites
- Regular reporting on website traffic
- Knowledge in Computer Softwares: Microsoft Office Programs

## References

Dorcas Solis     714-365-5931    Preschool Teacher  
Timothy Dittmar     949-648-3262    Automotive Technician  
Katherine Martinez     714-822-0250    Graphic Designer  
Daniel Ramirez     714-249- 3930    Valet Shift Lead