James McIntyre

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Dear Hiring Manager,

I got an email for the Junior Level Developer from the MyCC job fair. I am interested in the position and have the skills required to do the job. I am very technology savvy; I have had a computer since I was a child. I also took a Microsoft Office/Computer class a few years ago, which included Word, PowerPoint, and Excel. I am extremely interested in this position and would be an asset to this company. I am a hard worker, an independent thinker, a team player and a quick learner.

I have customer support experience from my jobs at AllStar Dips, Ford, Lexus and Maximus. While at Allstar dips my job was to work a booth at events like home and garden shows. I would talk to the customers and explain the product and try to sell them dips. At Ford, my job was to answer phones greet customers and coming in to the service department. I would ask them what they were coming in for and take down that information and pass it on to the service advisors. I was there to make the customers feel welcomed and to help with any problems that I could.

I have taken a couple statistics classes in community college and I’ve always enjoyed math. I took advanced math classes in High School ending with calculus but I veered of into sciences in college. I have an Associates of Science degree in Psychology from Diablo Valley Community College.

While working for All-star Dips, I helped with logistics making sure all the supplies got where they needed to be. Ordering the supplies and making sure they arrived on time. My boss liked that I was good with numbers, so they taught me a little about how to keep the books and keep the business afloat.

Sincerely, James McIntyre

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|  |  | James McIntyre  11 Sandalwood Ct Pittsburg, CA 94565 P: (925)597-2722 E: McIntyre925@Gmail.com |
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| Objective |  | My objective is to obtain a job that will help me gain experience and help me move forward in the future. I would also like to help this company thrive and be as productive as I can. I am a highly motivated team player interested in learning more about the behind the scenes aspects of this industry. I am seeking to grow my knowledge of growing and maintaining the plants. I am looking for an opportunity where I can apply my passion for gaming. |
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| Experience |  | Maximus-Customer Service Representative January 2021-PresentAt Maxiums, I worked on the Covid-19 vaccine scheduling hotline. My job was to help people without Internet or computer book vaccine appointments online. Or to help calm down those who were frustrated or having trouble with the website.All Star Dips- Jack of All Trades October 2010-2018 I worked festivals most weekends throughout the year selling dips in premade packages. I helped set up and break down the booth. I would also help with logistics making sure everything was going smooth. I learned to count back change and learned how to talk to customers. I was able to develop skillset to make customers feel comfortable and want to buy. Also part of my job was to help sort the company emails and make sure they got to right employees. I would also help sort the paper emails when they came. Help with IT probelms. Lexus of Concord - Porter August 2013 At Lexus, I worked as a Porter. I washed and parked cars that were in for service. Moves and works with vehicles to maintain vehicle display and support vehicle sales activity. I also delivered cars to other dealerships. When needed I worked after hours to clean the building; sweep and mop floors; followed a strategic cleaning plan for thorough effective work. Future Ford of Concord - Porter October 2014 At Ford, I worked as a Porter. I greeted and parked the customer’s cars that were in for service. I also test drove cars and would pick up cars that needed service. I established and maintained cooperative working relationships with those contacted in the course of my duties. Parts of my duties were also to wash cars and keep the service area clean to make sure that customers were comfortable.  Caregiver February 2014-2018  I was a caregiver for my grandmother she required care 24 hours a day. I had to make all the calls and set up all her appointments for her care. While caring for my grandmother I learn to be patient when dealing with the elderly and think on my feet. I would have to help her get ready and help your get around. Compassion goes along way when caring for the elderly. Since she was unable to do her taxes I would also help her with that. |
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| Education |  | Concord High School June 2012 In June 2012, I graduated Concord High School with a 3.7 GPA. Honors every quarter  December 2019  Diablo Valley Community College- Associates of Science - Psychology Degree |
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| Skills |  | I am good with technology; I have grown up with computers all my life. Math was my favorite subject in school growing up and I always excelled at it. Through my jobs at All-Star Dips and being a caregiver I have worked with numbers for my jobs before and it does not bother me. I have experience working as a Porter/Greeter. Washing, parking, moving and caring for cars. I have experience in sales, which has helped me to communicate better, with customers and understand what the customer wants and needs. I have excellent people skills and am friendly. I am athletic and not afraid of hard work. I played baseball and am a team player yet I can think on my own. I played varsity baseball and football. In baseball I played catcher. The catcher is the one who runs the defense and calls the pitches. It helped me learn to work with others and be a leader. Calling pitches helped me learn to think ahead and you have to outsmart the opponent. I have had a garden at my house all my life. Every year I would help my grandma prepare soil, plant and care for the garden.   * MTA Fundmentals Certification |
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**References**

Karen Walsh: (925) 699-8635: Boss All-star Dips

Cindy Garcia: (925) 586-4211: Mentor

John Curriel: (925) 529-2285: Coworker