juan Delgadillo

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# Objective

Substantial experience and outstanding skills in Customer Service, accustomed to working in fast paced environment with the ability to think quickly, work well with others and successfully handle difficult customers. I can be expected to exercise good judgment based on company objectives, adhere to business ethics and fair play. I'm bilingual in Spanish, I have experience in keyboarding, Ten-Key and extensive computer knowledge.

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# Experience

**Clark County School District - 09/20-Current**

**Physical Education Instructional Assistant**

* Assist the physical education teacher in performing specific duties as assigned or undertaking specialized tasks.
* Assist in establishing and maintaining standards of student behavior.
* Assist the physical education teacher in creating an environment that is conducive to learning and appropriate to the maturity and interests of the students.
* Alert the teacher to special needs of individual students.
* Provide escort and assistance to children as necessary.
* Help maintain individual records for each student.
* Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
* Encourage safety habits in work and organized game activities

**United States Post Office**

**City Carrier- 03/2019-08/2020**

* Routes or cases all classes of mail in sequence of delivery along an established route. Rearranges and re-labels cases as required.
* Withdraws mail from the distribution case and prepares it in sequence for efficient delivery independently or by another carrier along an established route. Prepares and separates all classes of mail to be carried by truck to relay boxes along route for subsequent delivery.
* Handles undeliverable mail in accordance with established procedures.
* Delivers and collects charges on customs, postage-due, and C.O.D. mail matter. Delivers and obtains receipts for registered and certain insured mail. Signs for such matter, except insured mail, at the post office before beginning route and accounts for it upon return by payments of the amounts collected and delivery of receipts taken.
* Deposits in the post office mail collected on the route upon returning from the route.
* Works professionally with other employees in the office.

**CJ Pony Parts**

***Coordinator- 07/17-09/18***

* Responsible for overseeing department associates, ensuring efficient operations. Supervised individuals performing operations to include inbound receipts/returns and inventory control functions as well as safety protocols. Container experience, RF, purchase order familiarity, put away logic and general receiving dock work flows.
* Worked with the Director to develop strategies and objectives to maximize productivity while exceeding our customer’s expectations. Lead inbound operations across multiple shifts. Meet warehouse operational standards by implementing and monitoring daily production cycles.
* Mentored and coach assigned employees. Assisted with weekly employee scheduling, approval of time off requests. Trained employees on operating forklifts and other warehouse equipment as well as safety guidelines. Implemented safety policies, procedures and training programs. Assumed leadership role in the absence of the Ops Director.
* Assisted operations in either an outbound or inbound capacity as circumstances dictate. Conducted safety inspections and identified and removed potential hazards. Proficient skill in supervising and coaching business teams. Proficient skill using Microsoft Office Suite in a business capacity (Outlook, Excel, and Word) and using a Windows OS PC in a data, email, ERP and web browser capacity.

**Rakuten** **Super Logistics**

***Inbound Supervisor 01/15-07/17***

* Oversee receiving and other warehouse processes and personnel to make sure work meet quality standards and is performed according to established procedures. Provide training of current and new employees in all appropriate procedures and processes required to complete work assignments.
* Provided daily work assignments to staff and worked with managers and other supervisors to coordinate personnel and resources as necessary to complete all work scheduled for department.
* Operated lift trucks, pallet jacks, and other equipment to safely move parts to proper locations and load and unload trucks as necessary. Observed the receipt of purchased goods verifying counts and quality, completed transactions to receive product, processed paperwork and completed all necessary transactions according to established procedures.

**Foundation for an Independent Tomorrow**

***IT Coordinator 09/08-12/14***

* Set up hardware
* Install software
* Maintain and repair technological equipment
* Manage software in computers and networks
* Ensure privacy and data protection
* Perform regular upgrades
* Perform troubleshoot activities
* Install well-functioning LAN/WAN and other networks
* Manage network components (servers, IPs, etc.)
* Manage and implement security solutions
* Create records of repairs and fixes
* Provide technical support
* Train and collaborate with other team members
* Developed administrative staff by providing information, educational opportunities, and coaching. Resolved administrative problems by analyzing information, identifying and communicating solutions.

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# Education

***University of Phoenix 2021 Associates Degree in Computer Science***

***Legacy High School 2008 HSD***

# Awards and Acknowledgements

* CJ Pony Parts (Employee of the Month 2x, Employee of the Quarter 1x)
* Rakuten Super Logistics (Employee of the month 1x, Employee of the Year Award 1x)
* Foundation for an Independent Tomorrow (Perfect attendance Award Quarterly 3x)