

DAMIR KOZHAMKULOV

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Granada Hills, CA 91344

SUMMARY

Hardworking and reliable, with strong ability in interpersonal relations and communication skills. Highly organized, proactive and punctual with team-oriented mentality. Service-oriented, committed to collaborating with others to achieve common objectives. Cultured and friendly individual versed in providing clerical support. Commended for assisting with volunteer recognition activities and events to drive outreach.

SKILLS

- Customer Service
- Adaptability and Dependability
- Fundraising Events
- Equipment Repairs
- Answering Phones
- Relationship Building
- General Maintenance
- Supply Stocking and Organization

EXPERIENCE

PORTER | 05/2022 to Current **Matador Bowl - Granada Hills, CA**

- While working as a porter, I was required to assist any customer with their needs, which helped me gain a lot of knowledge and experience in customer support.
- Walked property and grounds, picking up trash and debris to maintain curb appeal.
- Secured buildings by locking rooms and main entrance doors and setting alarms.
- Removed trash from all rooms and placed garbage and recycling receptacles in approved areas for trash pickup.
- Responded to spills, bathroom malfunctions and potential hazards to reduce injuries.

VOLUNTEER | 01/2022 to 02/2022 **Rundown LA - Culver City, CA**

Learned how to make behind the counter transactions. Helped move inventory to a different location. Helped promote the product inside and outside of the store.

VOLUNTEER | 11/2021 to 12/2021 **CSUN Formula Sae - Northridge, CA**

Learned how to organize volunteer groups to complete tasks. Gained hands on maintenance experience.

EDUCATION AND TRAINING

California State University Northridge - Northridge, CA **Bachelor of Science** Computer Science, **Expected in 06/2024**

LANGUAGES

English:

Native/ Bilingual

Russian:

Native/ Bilingual