

David Pena Gutierrez

Highly motivated worker. Exceptional problem solver and decision-maker. Exceptional customer service, and data entry skills. Strong work ethic, professional demeanor, and Initiative.

313 Sparkler Lane
Perris, CA 92571
(951) 238-5218
DavidPenaGutierrez@gmail.com

EXPERIENCE

American Medical Response, Redlands— EMT-B

October 2020 - Present

Provided patient care in medical emergencies in accordance with SOPs and medical directives. Recognized medical indications, contraindications, and side effects of medication. Certified to administer medication and treatments via oral, nasal, sublingual, and intramuscular dosing. Conducted physical and neurological exams for traumas and medical emergencies. Obtained vitals such as blood pressure, pulse rates, respirations, lung sounds. Wrote medical reports used by multiple agencies. Acted as primary caregiver on scenes, lead my crew, other departments, and bystanders.

GXO, Perris— Clerk II.

August 2021 - April 2022

Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers. Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company policies. Developed new filing and organizational practices. Maintain utmost discretion when dealing with sensitive topics. Manage travel and expense reports for department team members

Solaris Paper, Moreno Valley— Shipping & Receiving Coordinator

August 2019- October 2020

Oversaw the productivity and efficiency of Shipping and Receiving departments. Scheduled pickups and deliveries with carriers and ensured orders were ready for pickup. Ran a variety of reports to ensure inventory, order status, and productivity goals were reached. Answered customer and carrier emails and phone calls with a high degree of customer service. Ensured proper invoicing of deliveries and shipments made throughout the month

Staffmark, Perris— Shipping Clerk

October 2018- August 2019

Lead a UPS shipping team, ensuring all work was done within department standards with a high degree of efficiency. Ran hourly production reports and worked closely with Management to address any issues with production. Maintained a high level of customer service via telephone, email and Skype. Trained and certified employees in department standards and industrial equipment. Managed Trailer database to ensure all data for each load was accurate.

EDUCATION

MT. San Jacinto Valley College, Meniffee

February 2020- PRESENT

SKILLS

Microsoft Office Suite

Administrative and Management

Customer Service

Spreadsheet and Database Programs

Leadership

Data Entry and Order Processing

Documenting/Recording Information

Active Listening

Purchasing, Shipping and Receiving Operations

CERTIFICATIONS

NREMT: EMT-B

California EMT-B

Basic Life Support: Provider Level

California Ambulance License

Basic Arrhythmia Recognition Training

Orange County Ambulance Attendant

FEMA IS-00700.b

FEMA IS-00100.c

LANGUAGES

Spanish