

# Anthony Arriola

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San Bernardino, Ca 92407

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## Education

### **Accident and Health / Life Agent License**

The Art Institutes of California    **Associates Graphic Design**    01/2012 - 06/2015  
San Bernardino, CA

High school, Excelsior  
2005 - 2010

### **Diploma**

Victorville, CA

## **Skill and Abilities**

Microsoft Word  
Quick Typer  
Web Design

Adobe Illustrator  
Adobe Photoshop  
Adobe InDesign

## **Qualifications**

Reliable  
Multi-task Abilities  
Quick Learner  
Self Motivated

Responsible  
Hard Working  
Flexible Schedule

## **Employment History**

Apprentice Tile Installer. Arriola Tile 05/2008 - 06/2009

Victorville, California

Duties: Cut and shape tile to fit around obstacles and into odd spaces and corners, using hand and power cutting tools. Measure and mark surfaces to be tiled, following blueprints. Align and straighten tile using levels, squares and straightedges. Finish and dress the joints and wipe excess grout from between tiles, using damp sponge.

Pizza Delivery Driver. Pizza Hut 09/2012 - 03/2014

San Bernardino, California

Duties: Drive personal owned vehicle to deliver customer orders on time. Collect cash and coupons from customers and receive signature with necessary verification of ID from credit card. Prepare number of products, wash dishes, operate pizza oven, bring together pizza boxes, sweep floors, carry out closing tasks to company standards.

Hotel Houseman. The Hotel, San Bernardino 06/2014 - 12/2014

Duties: Maintain and clean rooms, bathrooms and work areas, Clean furnishings and carpets. Clean and maintain common areas within the hotel. Assist with bellman duties when required. Reply guests' questions and handle any concerns. Assist front desk staff as an when required. Change bed linens and empty trash as required. Assist housekeeping staff with laundry removal

Warehouse Worker, Home Depot Distribution Center 12/2014 - Present

Duties: Prepare orders by processing requests and supply orders, pulling materials, packing boxes, placing orders in delivery area. Maintain quality service by following organization standards. Maintain safe and clean work environment by keeping shelves, pallet area, and workstations neat, maintaining clean shipping supply area, complying with procedures, rules, and regulations.