



MOMEN JABER

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Summary

Highly motivated employee with a desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills. A committed student eager to leverage exceptional communication and interpersonal skills in a professional setting.

Skills

- Problem solving
- Team collaboration
- Time management
- Customer service
- Quick learner
- Collaboration
- Strong work ethic
- Goal oriented
- Efficient scheduling
- Interpersonal skills
- Initiative and Self-motivation
- Performance improvement

Experience

Service Porter

06/2024 - Current

McGrath Lexus of Westmont | Westmont, Illinois

- Maintained the cleanliness of the service area and ensured proper organization of tools.
- Managed vehicle keys, tracking their location, and ensuring secure storage.
- Collaborated with team members to enhance workflow efficiency in the service department.
- Contributed to service ticket writing and tagging of customer vehicles.
- Demonstrated dedication and work ethic through consistent attendance and top-level performance.
- Maintained a safe working environment by adhering to safety protocols and regulations.
- Responded promptly to customer inquiries regarding pricing estimates for specific types of repairs or maintenance services.

Maintenance Crew Member

06/2022 - 06/2024

Oak Lawn Park District Community Pavillion | Oak Lawn, Illinois

- Maintained cleanliness and order of community pavilion facilities.
- Assisted with event setup and breakdown in community spaces.
- Coordinated routine inspections to identify maintenance needs.
- Provided support to other crew members during large-scale maintenance tasks.
- Trained new maintenance staff on procedures and safety protocols.

Fulfillment Center Associate

03/2023 - 06/2023

Amazon Warehouse | Matteson, Illinois

- Maintained clean and organized workstations in fulfillment areas.
- Collaborated with team members to meet daily productivity goals.
- Followed safety protocols to ensure a secure working environment.
- Prepared shipping labels with appropriate information for each order.
- Fulfilled orders quickly to accomplish challenging daily objectives.

Education and

Bachelor of Science: Computer Science

Expected in 05/2026

Training

Saint Xavier University | Chicago, IL

Associate of Science: Computer Science

05/2024

Moraine Valley Community College | Palos Hills, IL

High School Diploma

05/2022

Oak Lawn Community Highschool | Oak Lawn, IL

Languages

English:



Arabic:



References

References available upon request.