

Lorenzo Olivar

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SKILLS

- Self-motivated and willing to learn and be flexible within changing environments
- Efficient and concise communication skills
- Ability to manage new and existing tasks, goals, and priorities
- Demonstrate adaptability to learn up-to-date technology
- Composed under intense working conditions
- Recognized for exceptional independent and group work
- Proficient in Microsoft Office, Microsoft Excel, and Google Sheets
- Passionate about self-improvement

SCHOOL

- Acalanes High School | Highschool Diploma 2019
- Diablo Valley Community College | ADT in progress

EXPERIENCE

Henkel (Quality Technician Specialist lvl1) | Bay Point, CA

May 2021 - October 2022

- Independently conducted quality control lab tests
- Followed all Standard Lab Procedures and Safety Guidelines
- Expanded my knowledge and field of expertise by learning new lab procedures outside my job description
- Trained and mentored new quality technician specialists
- Maintained company quality standards by maintaining an exceptional attention to detail

Ruth's Chris Steak House (Assistant Server / Busser) | Walnut Creek, CA

January 2020 - April 2020 (due to COVID-19)

- Supported other staff members beyond the assigned position to guarantee complete quality service for customers.
- Assessed a variety of patron-related issues by recognizing the necessary solutions and procedures to resolve them resulting in increased customer satisfaction.
- Communicated detailed instructions, tasks, customer requests, and concerns between patrons and staff members in a prompt and concise manner.

- Complied with U.S. Food and Drug Administration's safe food handling protocols and required standards.

J&O's Market and Deli (Retail / Stock) | Vallejo, CA

August 2019 - January 2020

- Maintained store equipment while troubleshooting unforeseen problems to ensure proper working order and performance.
- Implemented a new system for organizing a variety of merchandise contributing to the store's cleanliness.
- Calculated daily store profits and transferred data into the store's database.
- Followed and executed opening and closing procedures with minimal supervision.
- Unloaded and transported goods up to 60-70 lbs in a careful and safe manner.
- Updated detailed records of the store's inventory on a weekly basis through Microsoft Spreadsheets.

Lafayette Veterans Memorial Center (Event Assistant / Staff Member) | Lafayette, CA

July 2019 - Current

- Collaborated with staff members to discuss and plan event decor and floor diagrams (up to 3-4 events weekly)
- Communicated detailed information between event hosts and event coordinators.
- Debriefed up to 5 staff members at a time on event schedules and delegated additional roles accordingly.
- Setup and tore down event decor and furniture up to 100 lbs with the proper equipment.
- Adapted quickly to new events and environments by learning the latest skills, tasks, and procedures.

The Fellowship Church (Kids Church Grade Leader / Educator) | Antioch, CA

March 2016 - September 2018

- Conducted weekly educational presentations (up to 30 minutes) and social activities for up to 100 kids
- Identified and assigned team members to specific age groups of kids as small group leaders
- Delegated assignments and responsibilities for team members to ensure a fun service for the kids.