

Jair M. Rios Aguirre

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Objectives:

Actively seeking an opportunity where i can utilize my customer service, problem solving, multitasking, multitasking, and organizational skills. My bilingual skills and ability to learn quick will make me a good addition to the team.

Education:

Spartan College of Aeronautics & Technology – Inglewood, CA, USA

Aug 2015 to Aug 2016 (left school due to economy)

Skills:

- Microsoft Office
- Strong Attention to Detail
- Great and Positive Attitude
- Good Organizational Skills
- **Bilingual (Spanish & English)**
- Great customer service skills (Face to Face & Telephonic)

Experience:

Budget car rental - Inglewood, CA. *Shift Leader* June 2015 to Dec 2017

- Inspect vehicle & input information for fees
- Clean vehicle
- Move vehicle around lot

Subway - Gardena, CA. *Customer Service/Cashier* Feb 2016 to Dec 2016

- Provided great customer service whether on the sales floor or at the register
- Stocked “go-backs” upon closure of the store or when needed, to ensure we maintained a well organized store
- Dealt with situations where an upset customer may have needed clarification about certain situations regarding to store policies and procedures
- Maintain a clean environment for me & customers