Ruben Melikyan

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LANGUAGES

🇦🇲 Armenian

🇺🇸 English

SUMMARY

Hardworking employee with customer service, multitasking and time management abilities. Devoted to giving every customer a positive and memorable experience. Seeking entry-level opportunities to expand skills while facilitating company growth.

SKILLS

➤ Budget Management
➤ Creativity and Innovation
➤ Legal and Regulatory Compliance
➤ Team Building
➤ Friendly, Positive Attitude
➤ Customer Service
➤ Flexible Schedule
➤ Computer Skills
➤ Microsoft Office
➤ Website Design
➤ Front-End Skills: HTML5, CSS, Javascript
➤ Visual Studio Code Software
➤ Version Control Systems: Git, Github
➤ Web and Application Servers(Basic)
➤ Database: MongoDB(Basic)
➤ Back-End and Database Skills(Basic)
➤ Responsive Web Design
➤ Organizational Development
➤ Problem-Solving
➤ Premier Pro
➤ Adobe Lightroom
➤ Video Editing
➤ Image Editing
➤ Photography and Videography

EXPERIENCE

June 2019 – Current

Owner of Car Mart | Canoga Park, CA

➢ Purchasing vehicles through auctions.
➢ Prepare for the sale by doing some cosmetic work.
➢ To list cars on the marketplace and atract potential customers, it's important to capture high-quality pictures and videos of vehicles.
➢ Once I have located a customer, I facilitate the registration process through the DMV and provide them with the vehicle along with the necessary registration and license plates.
➢ When customers require financial assistance, I assist them in obtaining financing and securing contracts through the bank I am associated with.
➢ Count and report all sales to California Department of Tax and Fee Administration each month

May 2019 – Current

Rental Car | Winnetka, CA

➢ Own a variety of vehicles which I have listed on the Turo platform. When customers require a rental car, they can easily locate and book my car through Turo. Once the booking is confirmed, they can proceed to pick up the car after completing the necessary check-in procedures.
➢ In case of any accidents during the trip, I assist customers in checking out the car and guide them to continue working with Turo insurance.

January 2019 – January 2020 Manager

Allcarr INC | Sun Valley, CA

➢ Inspected vehicle repairs for quality control during entire repair process and prior to customer delivery.
➢ Estimated automobile repair time accurately, scheduling jobs according to shop capacity.
➢ Wrote complete and accurate cost estimates for labor and parts.
➢ Built and maintained strong relationships with customers to encourage loyalty and obtain recommendations.
➢ Communicated effectively with insurance companies, documenting in detail each process of repair.
➢ Greeted customers and took time to answer questions.
➢ Oversaw ordering of repair parts and tools for shop to maintain adequate inventory levels.
➢ Scheduled preventive and corrective maintenance on rental equipment.

January 2018 – January 2019 Appraiser Mega

Appraisal | Encino, CA

➢ Document condition of each vehicle by carefully photographing key features.
➢ Inspect vehicle to assess current market value.
➢ Provide an estimate for the cost of repairing vehicle.

EDUCATION AND TRAINING

February 2023

Certificate | Software Development

California State University Long Beach – Long Beach, CA

January 2019

Certificate | Automotive Damage Estimating Prime

Appraisal Training – Van Nuys, CA

2021 - 2023

Associate degree | Computer Science (Transfer)

Glendale Community College – Glendale, CA

2023 - 2025

Bachelor degree | Graphic Information Technology (Full-Stack Web Development) (BS)

Arizona State University – Tempe, AZ