RUBEN MELIKYAN

BUSINESS OWNER

MELIKYAN740@GMAIL.COM
Winnetka, CA
(747) 400-7676
www.rubenmelikyan.com

◉ OBJECTIVE

Hardworking employee with customer service, multi-tasking and time management abili-es. Devoted to giving every customer a posi-ve and memorable experience. Seeking entry- level opportuni-es to expand skills while facilita-ng company growth.

✿ SKILLS

Front-End Skills : HTML5 , CSS, Javascript

Microsoft Office

Budget Management

Customer Service

Team Building

Flexible Schedule

Friendly, Positive

Website Design

Version Control Systems : Git, Github

Web and Application Servers (Basic)

Database : MongoDB (Basic)

Visual Studio Code Software

Back-End and Database Skills (Basic)

Responsive Web Design

Video Editing

Photography and Videography

Organizational Development

⊕ LANGUAGES

Armenian | Native

English | Intermediate

💼 EXPERIENCE

Business Owner   2020 — Present

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 any 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 con-nue working with Turo insurance.

Business Owner   2019 — Present

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 attract 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 the California Department of Tax and Fee Administration each month.

Manager   Jun 2019 — Jan 2020

Allcarr INC — Sun Valley, CA

- Inspected vehicle repairs for quality control during the 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.
- Oversaw ordering of repair parts and tools for the shop to maintain adequate inventory levels.
- Schedule preventive and corrective maintenance on rental equipment.

Delivery Driver   Jan 2018 — Present

Amazon INC — Los Angeles

- Delivery Driver - 5 years of experience delivering packages and goods efficiently and on time.
- Familiarity with local routes and ability to navigate through busy traffic.
- Exceptional customer service skills and a proven record of positive customer feedback.
- Reliable and punctual with a strong attention to detail and a commitment to safety.

Appraiser   Jan 2018 — Jan 2019

Appraiser Mega — Encino, CA

- Documenting the condition of each vehicle by carefully photographing key features.
- Inspecting vehicles to assess current market value.
- Provide an estimate for the cost of repairing the vehicle.

🗒 EDUCATION

Computer Science (Bachelor of Science)   2024 — Present

Southern New Hampshire University — New Hampshire, NH

Software Development (Certificate)   2022 — 2023

California State University Long Beach — Long Beach, CA

Associate degree Computer Science (Transfer)   2021 — 2023

Glendale Community College — Glendale, CA

Automotive Damage Estimating (Certificate)   2018 — 2019

Prime Appraisal — Van-Nuys, CA