

Alif Yusuf-Vasquez

Philadelphia, PA 19153

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Reliable Leader looking to acquire position that can utilize a diverse skill set to contribute to company goals as they correlate with my overall career goals.

Authorized to work in the US for any employer

Work Experience

Account Manager/Driver/ Service Tech

Aaron's - Philadelphia, PA

June 2020 to Present

Account Renewals, Payments, Field Operations including, Product Maintenance; servicing Appliances , Electronics, Installations, Operating Truck and Cargo Vans for daily operations.

Dispatch Supervisor

Group Universal Security Services, Systems and Solutions - Philadelphia, PA

August 2008 to March 2020

Maintain All operation of Dock area. Document incoming and outgoing traffic, Update and Manage Surveillance equipment weekly, Manage and Organize office files and documents. Report Inventory, Monitor and Report Safety Hazards via Angus Integrated Operations System (Carbon Levels, Maintenance Hazards, etc) Responsible for daily organization of incoming faxes, outgoing phone calls, and costumer service to building tenants. Schedule Receiving and Shipping for Building tenants, Commercial, Residential and Office via Angus. Training new staff on OSHA laws and Dock Port Operations.

Company Driver

Goddess Nectars - Philadelphia, PA

March 2015 to November 2015

delivering large orders to NJ and NY. Responsible for packaging products and consumer reporting/ research.

Administrative Assistant

Perfect Place Real Estate - Philadelphia, PA

2014 to 2014

in organizing documents, reporting and analyzing potential client interest, gathering mass flow of incoming documents, and attending appraisals as a third party. Bookkeeping for Brokers.

Education

Some College in Communications

Community College of Philadelphia - Philadelphia, PA

September 2002 to June 2007

College

Skills

- CPR (Less than 1 year)
- CPR CERTIFIED (Less than 1 year)
- EXCEL (Less than 1 year)
- LOGISTICS (Less than 1 year)
- English
- Multilingual
- Driving
- Problem-solving
- Flexibility
- Team Work
- Reliability
- Commercial Driving
- Search Engine Optimization (SEO)
- Mac OS
- Appliance repair (1 year)
- Hand tools (10+ years)
- Power tools (10+ years)
- Electrical experience (2 years)
- Mechanical knowledge (5 years)
- Box truck (5 years)
- Construction
- Van driver

Languages

- Spanish - Intermediate

Certifications and Licenses

Driver's License

Assessments

Delivery Driver — Highly Proficient

June 2020

Interpreting instructions, reading maps, and solving problems.

Full results: [Highly Proficient](#)

Work style: Reliability — Highly Proficient

June 2020

Tendency to be dependable and come to work

Full results: [Highly Proficient](#)

Delivery driver — Proficient

January 2021

Interpreting instructions or signs and solving problems

Full results: [Proficient](#)

Verbal communication — Highly Proficient

August 2020

Speaking clearly, correctly, and concisely

Full results: [Highly Proficient](#)

Delivery driver fit — Familiar

June 2020

Measures the traits that are important for successful delivery drivers

Full results: [Familiar](#)

Basic maintenance and repair — Familiar

June 2021

Performing basic repairs and maintenance for apartment complexes, office buildings, and other facilities

Full results: [Familiar](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Skills

As a member of organizations involved in the facilitation of community wellness I possess leadership and communication skills that are paramount in any business environment. Experienced in Monitoring, Logistics and administrative assistance. Multilingual. Communicational/ Productivity skills include, but are not limited to, Microsoft Office, Wordpress, and Mac operated editing programs. Experienced in Shift management and scheduling rotations for employees via Excel and Numbers (Mac). Logistical Maintenance, CPR certified.

Technical Experience in Commercial Driving, Forklift, Electrical Pallet Jack, OSHA trained.