

Supervisor, Customer Service Supervisor, Customer Service information technology (IT), operations, sales, and customer service - American Vehicle Advance Anaheim, CA Work Experience Supervisor, Customer Service American Vehicle Advance - Stanton, CA October 2018 to Present Professional experience working in various industries including the following: information technology (IT), operations, sales, and customer service. Proficient user of MS Office (Word, Excel, PowerPoint, Access and Outlook). Type 85 WPM. Excellent communication, scheduling, & organizational skills. American Vehicle Advance - Stanton, CA October 2018- Current Supervisor for Car Dealership, Web Design, Buy Cars at Auction, Sell Cars and Extended Warranties buying, selling, and processing DMV paperwork for cars of all types. Manage employee payroll, work duties and scheduling. Gas Station Manager, Oil & Gas January 2017 to Present Responsible for operations and organization of the station Ensure that shipments of gas arrive on schedule and order inventory as necessary Create and manage employees' schedules IT Consultant & Project Lead, Independent Business DUCM, Inc - Los Angeles, CA January 2017 to Present Provide consultation for various projects in information technology Consultation for iOS/Android applications, digital workflows, copyright & legal filings, desktop support 3D Printer Repair Technician, Consumer Products April 2017 to October 2018 in 3D Printing Industry Schedule calls and appointments with corporate and individual customers Organize and execute repairs in a timely manner Summarize and document all customer orders and communication Improve efficiency by creating a schedule of work for the department Warehouse programs, inventory, stocking, returns, labeling items location. Contractor, Healthcare Information Management AdvantMed, LLC - Costa Mesa, CA February 2017 to March 2017 IT responsible for handling patients' medical records Maintain high confidentiality when providing support for sensitive medical records Education Associate Skills Management, Sales, Inventory, training, Scheduling

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