**Sal Alvidrez**

910 N Harbour Dr. # 201

Portland, OR 97217

(503) 206-4063

**Skills**

* Skilled in Microsoft Office Suite including Word, Excel, and Outlook
* Assist with business and managerial research
* Complete customer satisfaction survey project
* Develop standard operating procedures binder for security group customer satisfaction survey
* Communicate with security department supervisors regarding customer service survey
* Conduct inventory of office forms and security uniforms
* Use computers to enter, access and retrieve data
* Organize and work with detailed records
* Prepare handouts, reports, or other documents for distribution
* Prioritize tasks
* Process and prepare business forms
* Process records and maintain forms and files
* Type letters and other correspondence
* Operate fax machines, copiers, printers, and other office machines
* Perform typing or data entry for extended time periods

**Work History**

**Customer Service Survey Clerk DePaul Industries**

**Intern – Security Department Portland, OR**

**June 2011 to November 2011**

* Use of email and online customer service satisfaction survey for security clients
* Provided feedback to Security Supervisors regarding customer survey results
* Developed detailed log of activities and standard operating procedures for future surveys
* Completed uniform inventory for security department
* Assisted in inventory in Training Center
* Tutored Training Center students as needed

**Machine Operator Rose City Printing and Packaging**

**March 2001 to March 2007 Portland, OR**

**Make Ready Operator Graphic Packaging Corporation**

**November 1997 to March 2001 Portland, OR**

**Machine/Make Ready Operator Riverwood International**

**February 1981 to April 1997 Portland, OR**

**Education**

**Office Assistant Certificate Training DePaul Industries Training Center**

**Occupational Skills Training Portland Community College**

**Dispatcher General Transportation**

**Customer Service Survey Clerk DePaul Industries**