

ALLAN RAMIREZ



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1-213-479-4926



Los Angeles, CA 90023

PROFESSIONAL SUMMARY

Motivated to learn & obtain the skills necessary to stay competitive in the current job market. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

SKILLS

- Flexible & Adaptable
- Conflict Resolution
- Self-Motivated
- Excellent Work Ethic
- Decision Making
- Responsible
- Data Entry
- Proficient in Spanish
- Critical Thinking

EDUCATION

Texas State University
San Marcos, TX

Bachelor of Science:
Chemistry

East Los Angeles College
Monterey Park, CA • Expected
in 12/2023

Associate of Science: Nursing

WORK HISTORY

Infiniti Health LLC - Covid-19 Testing Grounds
Coordinator

Los Angeles, CA • 03/2021 - Current
On-Site Management

- Performed and assigned duties in accordance with applicable standards, policies and regulatory guidelines to promote safe working environment.
- Optimized testing sites while prioritizing safety & efficiency .
- Never failed to meet daily testing deadlines in a fast-pace environment, even while understaffed.
- Offered detailed explanations on how to navigate test result reporting software & helped parents & staff troubleshoot issues with the software.
- Kept track of 20+ employees' break times, grievances, assignments, & accommodations to ensure no hiccups or delays in the service we provide.

Mobile Testing Fleet Management

- Helped facilitate the launch of all teams in the East District of LAUSD by assisting with the placement of new hires.
- Assessed the available workforce in any given day to help upper management keep track of trends in absences & complete all testing around the district.

X-Act Finish & Trim - Finish Carpenter

CA • 05/2018 - 04/2020

- Used power tools and hand tools to install fixtures, floorings, trim and hardware, cutting materials to specified measurements.
- Built shelves, doors, windows and counters to correct scale and dimensions according to blueprints and building plans.
- Collaborated with other carpenters, journeymen and supervisors to complete projects.
- Followed strict adherence to safety protocols from job start to final clean up to prevent accidents and mishaps.