

# Carl Gardner

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## Qualifications Profile

- Ready to leverage educational experience from degree in environmental science with an emphasis on Resource Management in entry level job market with a keen desire to increase professional experience.
  - Consistently demonstrates commitment to superior customer service through positive attitude in multiple environments. Exceptional written and oral communication skills; able to establish positive rapport and build strong relationships with all levels of professional staff.
  - Ability to foster a positive work environment of outstanding teamwork, mutual respect, and exceptional morale.
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## Educational Background

California State University Channel Islands – Camarillo, CA

**B.Sc. Environmental Science with an emphasis on Resource Management (2015)**

**Languages:** English: *Native* | Spanish: *Intermediate*

**Technical Skills:** MS Word, MS Excel, Microsoft Windows XP, Microsoft Vista, Arc Map GIS, Turbo Tax

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## Professional Experience

Whole Foods Market, Thousand Oaks, CA

**Produce Associate (10/2019 to Present)**

Price produce, stock shelves, stack fresh produce with attractive presentation, and make record of available inventory. Communicate daily with customers, exhibiting highest degree of professionalism, courtesy, and diplomacy. Log temperatures and chemical balances daily, maintaining organic integrity and quality of temperature-sensitive fresh produce.

*Key Achievements:*

- Promoted and given raise at 6 months in recognition of excellent service provided.
- Educated team members on proper organic compliance procedures

Richard L. Gardner MD Immigration Medical Office, Camarillo, CA

**Office Coordinator (11/2007 to Present)**

Delivered general administrative office support, including answering incoming calls and making appointments, filing, billing, and data entry. Entered, updated, and queried data contained in various computerized databases. Processed and collected payments and ensured upkeep and repair of all equipment.

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Page Two

## *Key Achievements:*

- Cultivated positive and lasting relationships with customers by providing individualized customer service.
- Prepared Federal Form and ensured timely submission of same.

Europacific Securities, Thousand Oaks, CA

### **Financial Assistant** (4/2012 to 04/14)

Drafted personalized financial management reports, maintained files and delivered assistance with financial activities.

## *Key Achievement:*

- Maintained highest level of customer satisfaction by developing relationships, exceeding client expectations, and proactively averting or managing escalations.

Binder USA, Camarillo, CA

### **Shipping and Receiving** (3/2011 to 04/12)

Performed and coordinated receiving, expediting, and shipment of 100 customer orders daily, utilizing various systems. Extracted and compiled information from databases to produce routine and specialized reports. Transferred and organized merchandises to its proper location. Unpacked and examined incoming shipments, reported damaged items to supervisor.

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## **Additional Experience**

- **Service Attendant** at **Central Plaza Union 76 Station**
- **Server** at **Cousins Wine Tasting**
- **Golf Cart Attendant | Cart Barn Manager | Golf Cart Mechanic** at **Spanish Hills Golf and Country Club**

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## **Volunteer Experience**

- **Volunteer All for Love Animal Rescue**, 2012 West Hills, CA