

# **Christian Ruiz**

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## **Summary of Qualifications**

- Confident professional with the ability to work under pressure.
- Strong oral and written communication skills.
- Microsoft Office: Proficiency in Word, Excel, and PowerPoint.
- Sales.
- Storyboard creation.
- Data entry.
- Document Translation.
- Video editing.
- Customer service.
- Bilingual.
- Excellent academic background.

## **Education**

### **Ana G. Mendez University**

San Juan, Puerto Rico.

Bachelor of Business Administration in Marketing.

2005 – 2010

- Honor Roll 2010

## **Experience**

### **ADSEF – Social Assistance Technician - NAP program. (PAN)**

December 2019 – September 2021, Trujillo Alto, PR

- Conducted interviews with clients for the nutritional assistance program card.
- Card creation, case reviews, retroactive payments and transfers.

### **ADSEF – Claims Investigator**

June 2019 – September 2019, Carolina, PR.

- Investigated possible claims. I carried out visits to PAN beneficiaries and neighbours.
- Prepared reports of findings.

### **Morpho Trust, USA – Trusted Agent/Enrollment Agent**

2016 - 2018

San Juan, PR.

- Conducted interviews and took fingerprints for the TSA Pre-Check and the TWIC Card credential.