

Collin Stewart

Moreno Valley, CA
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Hard-working, team player seeks a job with a company to further my career and add consistent, reliable work that will help the organization succeed.

Willing to relocate: Anywhere
Authorized to work in the US for any employer

Work Experience

Sales Associate

Hobby Lobby - Riverside, CA
July 2017 to November 2017

I unloaded trucks with merchandise and sorted through it. I would perform daily duties such as cleaning the floors, bathrooms, collecting shopping carts, and providing customer service. I would load a baler with unused cardboard and when the baler was full I would unload it and put the bale in its designated spot.

Office Assistant III

Riverside County Adult Probation - Riverside, CA
October 2015 to July 2017

I set up new files and cases and assign them to the correct supervisor. I add each file and defendant into our databases. I monitor cases for defendants who are located in jail. I use the California Law Enforcement Telecommunications System on a daily basis to retrieve sensitive information for each file. I verify the defendant's information and keep our databases up to date.

Sterilization Technician

Loma Linda University - Loma Linda, CA
February 2015 to October 2015

I checked in dental equipment that the other departments would need sterilized. I sterilized dental equipment and sealed them in sealed bags. I sorted and organized the dental equipment and moved them to their location. I checked in equipment that students would use and would check for any damaged or missing items.

Packer

SMX Staffing - Moreno Valley, CA
October 2014 to December 2014

I received customer orders and moved them to their destination. I packed customer orders in their appropriate box and shipped them out. I sorted jewelry and gift wrapped certain items for customers. I was in charge of other associates to see if they were meeting work standards and goals.

Merchandise Handler

Deseret Industries - Calimesa, CA

June 2014 to October 2014

Merchandise Handler

- I received merchandise up to 70 pounds and unloaded them from the vehicles. I looked through the merchandise and sorted it according to type of merchandise for example toys, clothes, books, movies, furniture, appliances, etc. The clothes also needed to be sorted by size and material. I was responsible of making the decision if the merchandise was going to be put in the store to be sold or stored in the warehouse. I also helped load the dumpster with waste and then proceeded to load the filled dumpster to the trucks. I also priced the merchandise, helped customers by providing information about the products, or with any question they might have had.

Customer

Service Representative

The Results
Companies - Provo, UT January 2014 to April 2014

I answered phone calls and helped customers with any questions they had regarding their account with the company. I also referred them to the necessary department if needed. I handled a lot of confidential information which included credit card/account number, names, addresses, phone numbers, etc. I updated billing information and accounts to reflect any changes. I also helped customer's set-up Sirius radio service and explained step by step instructions on what they needed to do. I built teamwork and trust with co-workers and supervisors to be able to perform my best. I also multi-tasked by navigating through several different computer programs and handled a multi telephone line system.

Education

Computer Science

Cal State San Bernardino - San Bernardino,
CA September 2017 to June 2020

Computer Science

Moreno Valley College - Moreno Valley, CA 2015
to 2017

LDS Business College - Salt Lake City, UT 2012
to 2014

High School Diploma

Canyon Springs High School - Moreno Valley, CA 2005
to 2009

Skills

C++, Microsoft Office, HTML., JavaScript

Additional Information

Skills: I speak, read, and write English and Spanish fluently. I know many of the advanced features in Microsoft Windows XP, 7, 8, and 10, Microsoft office works, Excel, Outlook, Word, Power Point, Internet Explorer, C++, JavaScript, HTML. I am knowledgeable in installing computer software and hardware. I am experienced with customer service, a hard worker, a quick learner, honest, organized, and responsible.