

# Diogenes Luz

San Francisco, CA 94110

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## **SKILLS**

- Leadership
- Time Management
- Organized
- Team work
- Leadership
- Cross Cultural Communication
- Problem Solving
- Multitasker
- Self-motivation
- Microsoft Office
- Bilingual (Portuguese)

## **PROFESSIONAL EXPERIENCE**

Lyft | San Francisco, CA

07/2016 – Present

### **Driver**

- Test vehicle equipment, such as lights, brakes, horns, or windshield wipers, to ensure proper operation
- Follow relevant safety regulations and state laws governing vehicle operation and ensure that passengers follow safety regulations.
- Provide passengers with assistance entering and exiting vehicles and help them with any luggage
- Accurately use the app to drive passenger to and from their destination in a safe environment
- Provide excellent customer service, having 5 stars rating over the course of 3 years

Independent contractor | San Francisco, CA

01/2010 – Present

### **Hair Dresser**

- Keep work place clean and sanitize tools, such as scissors and combs when working in clients' houses
- Bleach, dye, or tint hair, using applicator or brush
- Cut, trim and shape hair or hairpieces, based on customers' instructions, hair type and facial features, using clippers, scissors, trimmers and razors.
- Schedule client appointments

Transportadora | Canoas, Brazil

01/2008 – 01/2010

### **Office Manager**

- Prepare and review reports and schedules to ensure accuracy and efficiency.
- Answered phone calls and reroute them to the specific departments
- Created invoices and manifest for the trucking business
- Added invoices to the systems in a timely and accurate manner
- Dispatch products to specific clients all over Brazil

## **EDUCATION**

Rondon School, Canoas, Brazil

- High School Diploma