

Dominic Antonio Ocegüera

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Experience

2018 -2024

4 The Kids (Non-Profit) - Customer Service Representative

- Handling and Processing Orders
- Cashier
- Assisting with V.I.P. customers at Concord Pavillion
- Assisted with consumable preparation duties
- Miscellaneous clerical duties

2021-2024

Target Corporation - General Merchandise Expert, Receiver, Guest Service Advocate, Trainer, Inbound Expert, Fulfillment Expert

- Managed and handled vendor and vendor deliveries
- Handled transition and revision projects
- Communicated with team leaders to place orders for more stock
- Managed the counting of inventory in my department and assisted with the inventory process in other departments
- Trained incoming new hires on best practice
- Handled the stocking and restocking of numerous departments
- Managed the loading and sending off of outbound freight trucks
- Assisted with the unloading of inventory for incoming freight trucks
- Communicated with guest about returns and return policies
- Handled the delivery of product to guests
- Assisted team leaders with closing processes and communicating to guests that the store was closing and where to locate exits
- Handled the shipping and removal of vendor products
- Handled the removal disposal of hazardous waste and recalled products

- Assisted guests with the checkout process and communicated with them about sales and promotions
- Handled any workplace safety hazards and communicated to the team about best safety practices
- Nominated as Safety Champion for promoting and exercising workplace safety practices
- Awarded district recognition in July 2023 for outstanding performance

2022 - Present

Reliable Onsite Testing - Clerical Assistant

- Supported in clerical duties and managing chain of custodies
- Assisting with check-in process of employees
- Communicated with employees about check-in processes and providing any information that they may need
- Assisted with observing during the collection processes
- Supported in shipping and handling of specimen samples

Education

2016-2020

Heritage High school - High school Diploma

2020 - 2024

Los Medanos College - Transfer Credits

2023

Diablo Valley College - Transfer Credits

Skills

Proficient with Microsoft Word, Excel, and PowerPoint

Intermediate at speaking, reading, and writing in Spanish

Quick Learner

Typing speed of 40 words per minute

CPR Certified

Wave Trained

Crown Trained

References

Sonja Hauck 925-497-3777 (Treasurer for 4 The Kids)

Denise Drumm 925-572-9075 (Executive Team Lead for Market at Target T-1819)

Denise.Drumm@Target.com

Sheila Barrueto 510-334-7762 (Executive Team Lead for General Merchandise T-1819)

Kathy Samot 925-584-4117 (Team Lead for Inbound T-1819)

samotkathy123@gmail.com

Martha Barquero 510-672-4144 (Owner of Reliable Onsite Testing)

Martha.B@reliableonsitetesting.com