

Herbert Campos-Alvarado

247 Bradley ST · Woodburn, Oregon · 971-302-1812 · wohoforever@gmail.com

EDUCATION

Associate of Science Oregon Transfer in Computer Science	2012-2017
Chemeketa Community College	Woodburn, OR
Phi Theta Kappa Member	

High School Diploma	2008-2012
Woodburn Academy of Art, Science, and Technology	Woodburn, OR

LANGUAGE SKILLS

- Ability to read, write, speak in English
- Ability to read, write, speak in Spanish
- Ability to translate between English and Spanish languages

COMPUTER SKILLS

- Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint) and freeware office suites (OpenOffice, Libreoffice)
- Comfortable with using a computer and using Internet Explorer and other browsers (Firefox, Chrome)

WORK EXPERIENCE

Tax Associate for H&R Block – 3 years Seasonal (most recent occupation)

- Received training in handling customers private information such as checks, debit/credit cards, tax documents, etc.
- Worked with clients in completing their tax returns which involved an interview with them, answering questions, informing of H&R Block's services, and tips for next year..

Cashier at Fry's Electronics - (June 2016 – October 2016)

- Interacting with customers to ensure the transaction goes by efficiently.
- Received training in customer service for the retail environment.

OTHER SKILLS

- Attended a two day camp covering various topics such as:
 - Experience speaking to different cultures through their language
 - Anticipate the most common customer responses and being prepared with a response in return
 - Ability to keep track of frequent consumers and recognize their preferences

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REFERENCES

Lorena Gonzalez
Co-Worker/Former
Supervisor
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1531 N Pacific HWY
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(503)902-0940

Kim Hart
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