

Hector D. Lugo

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Skills

Microsoft Word	Web Programing	Team Player	English & Spanish
Microsoft Excel	Adaptability	Organized	German
Microsoft Outlook	Self-Motivated	Typing Skills	Communication skills
Microsoft PowerPoint	Java Programing	CSS Programing	

Education

- Brigham Young University Provo, UT Aug 2009 - Present
- Bachelors of IT to be received (expected graduation April 2015)

Experience

Heritage Health Products Provo, UT Jun 2011 – Present

Web Page Designer - Independent Distributor

- Responsible for marketing and finding new distributors
- Creating own web page inform customers of product information
- Designing web page to create online order system
- www.hhpdistributors.com

Best Buy Provo, UT April 2013 – Present

Computer Sales Consultant

- Required to be up to date on current technologies
- Explain to customers the difference between computer systems
- Explain benefits of newer technology

BYU –MTC Provo, UT May 2013 – Present

MTC Security Guard

- Keep area safe for missionaries
- Complete tours and secure perimeter
- First response to emergency situations
- Assist with requests on campus

Lowe's Provo, UT May 2011 – April 2013

Cashier

- Facilitate checkout process for customers
- Process product returns

Best Buy Laredo, TX Apr 2009 – Aug 2009

Cashier

- Facilitate checkout process for customers
- Organize product near checkout counters

Circuit City Laredo, TX Nov 2008 – Mar 2009

Cashier

-----Served an LDS mission in Germany May 2006 - June 2008-----

Circuit City Laredo, TX Feb 2006 – May 2006

Cashier

- Facilitate checkout process for customers
- Organize product near checkout counters
- Resolve customer issues over the phone
- Complete customer returns and credit applications

Mr. W Fireworks
Stand Manager

Laredo, TX

Dec 2005 – New Years

- Acquire additional help for busy days
- Organize and sell product
- Decorate and maintain stand
- Maintain documentation of quantities sold

Securitas
Security Officer

Laredo, TX

Aug 2004 – Dec 2005

- Security Receptionist at front desk
- Document activity in area
- Manage rear entrance traffic
- Inspect job site and secure perimeter
- Record all activity on security Reports
- Had CPR Certification

Western Wats
Telemarketer

Spanish Fork, UT

Oct 2002 – April 2003

- Call customers to complete satisfaction or questionnaire surveys
- Calm down angry clients to help complete surveys
- Complete survey quickly and correctly

References

Matt Hulme
(801) 368-5870

Mariela Guerrero
801-404-2483

Kali Sekaquaptewa
385-221-5904