

# Jose Solis

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## PERSONAL SUMMARY

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Experienced IT professional with strong technical skills and a background in leadership and customer service. Possessing strong communication, problem-solving and time management skills. I thrive in fast-paced environments and excel at analyzing data, interpret results, and make informed decisions.

## EDUCATION

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### Ocean View High School

High School Diploma

Huntington Beach, CA

Graduation Date: Jun 2012

### Orange Coast College

Computer Science Certificate of Achievement

Costa Mesa, CA

Graduation Date: Jun 2019

### California School of Health Sciences

ECG Monitor Tech Certification

Anaheim, CA

Graduation Date: Feb 2024

## SKILLS

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BLS/CPR Certified, Microsoft Office (Excel, Word, PowerPoint), Verbal and Written Communication, Fluent in English and Spanish, Customer Service. Certificate of Specialization in C++ Programming Language.

## WORK EXPERIENCE

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### Amazon

Logistic Driver

Huntington Beach, CA

Nov 2017 - Present

- Streamlined delivery process by optimizing routes based on traffic patterns and customer locations, resulting in a 15% increase in fuel efficiency and a 20% decrease in average delivery times.
- Achieved a perfect safety record over 900 days by consistently following all traffic laws and completing daily pre-trip inspection checklists with 100% accuracy, ensuring the safe transportation of goods to over 1000 customers.
- Utilized exceptional communication skills to gather detailed delivery instructions from various sources, ensuring accurate and timely deliveries that met customer expectations.

### Walmart

Supervisor

Huntington Beach, CA

Nov 2014 - Nov 2017

- Direct and supervise employees engaged in inventory management.
- Communicating business needs to salaried managers, managing and allocating resources to optimize efficiency.
- Supervised backroom infrastructure in order to maximize time and work efficiency.
- Contribute to the hiring process, interview and evaluate candidates

### Full-Stack Web Developer

Freelance

Huntington Beach, CA

Jun 2019 - Present

- Freelance web developer responsible for marketing, selling services, managing all client relationships, and designing/developing websites and web-based applications for small to large businesses
- Handling all verbal and written communications between hosting companies, clients, and vendors.
- Meeting with the prospective clients to review website, and gather the client's specifications for new or existing websites
- Applied extensive search engine optimization principles and social media to enhance page ranking on Google and other search engines across a variety of keywords that drive traffic to produce profits.