

JOSE A JARQUIN

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Bilingual: Fluent in Spanish and English.

I am currently looking for an opportunity or career path in an environment that offers a greater challenge and to help a company improve their processes efficiently

Work Experience

Flexco - Logistics Project Coordinator

- Increased productivity by organizing work orders by job numbers for easier access and creating a excel template to better track and locate inventory
- Coordinate with other leads and upper management to meet deadlines and resolve issues with costumer orders.
- Goal driven in meeting weekly numbers out the door so that we can increase profits for the company

Nice Guys - Co-Manager

Nov 2019 -- Present

- Worked together with the owners to create standards, like suggesting timers to maintain consistency in all outgoing food, and by providing an engaging customer experience that reflects the company name.
- Trained and developed an entire team in all workstations increasing productivity to meet the high demand. Our hard work paid off and we were able to open a second location exactly one year since we opened.

Neiman Marcus - Sales Associate

Jan 2018 – June 2018

- Discovered the customers needs by asking questions about their lifestyle, upcoming events or fashion trends they follow to make suitable recommendations
- Established relationships with clients by communicating through text, email and phone on a weekly basis about new merchandise, store events and promotions to maximize daily sales.
- Learned to use social media apps like snap chat and Instagram to market new merchandise and reach out to more potential clients.

Nordstrom - E-bar- Barista

July 2014 – Dec 2017

- Successfully took part as a team member in selling over a million dollars in coffee within a year, becoming the fifth million dollar E-bar in the nation. This great achievement was awarded two years in a row by providing great customer service, upselling, and setting goals as a team
- Applied knowledge of bean varieties, roasts, and popular drinks to upsell customers
- Took the opportunity to develop new hires and one of the hires, through hard work and dedication, obtained a lead position within a year.
- Showed great initiative and three managers took interest and coached me to obtain a sales position with Neiman Marcus.

Louis Vuitton/Hugo Boss - Logistics

March 2016 - Feb 2017

- Sustained everyday operations in receiving, organizing and replenishing merchandise throughout the day in a fast paced environment
- Supported repairs by consulting clients and taking in damaged merchandise, increasing productivity when the repair specialist was occupied
- Implemented a system managing incoming and outgoing shipments making it easier to keep track of all merchandise and allowing sales associates to effectively sell more
- Organized all unsold seasonal merchandise to ease the process of transitioning merchandise back and forth to the warehouse
- Coordinated with other stores to request merchandise that might be needed, or to monitor transfers of goods between locations

Education

UCI: Full Stack Development

March: 2021 - Ongoing

Newport Harbor High School: High School Diploma

Sep 2007- June 2011

Skills: Full Stack Web Development - Video Editing Software - Shipping and Logistics Software - Team Building
Sales and Fashion - Coffee and Tea knowledge - Customer experience