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|  | JOSÉ L. HERNÁNDEZ MERCADO |
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|  | Summary of Qualifications |

• Customer service oriented.

• Outstanding communication skills.

• Excellent social and interpersonal skills.

• Fast learner.

• Problem-solving and technical skills.

• Computer literate (Microsoft Office).

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|  | Professional Experience |

Caribbean Forensic & Technical College, San Juan, PR 2014-Present

**Maintenance Assistant**

**Responsibilities:**

* Responsible for repairing and maintaining the physical facilities in good conditions.
* Assist in maintenance and preventive maintenance to building and equipment.
* Perform special event set ups and tear downs.
* Retrieve materials and supplies necessary to complete projects.
* Responsible for the collection and delivery of surplus property to storage.
* Assist with routine repairs such as painting, replacing lighting fixtures, general repairs, which may require lifting, standing, bending and/or stooping for long periods of time.
* Collect surplus property and delivers to storage for liquidation.
* Relocate furniture and equipment within the campus.
* Pick up material and supplies from vendors.
* Maintain a safe work environment.

JJ Interiors, San Juan, PR 2013-2015

**Installer**

**Responsibilities:**

* Read sketches and blueprints to set up for project.
* Install furniture and cabinets.
* Clean work area and tools.
* Use tools to shape materials for project requirements.
* Perform finishing work for furniture and cabinets.
* Measure rooms and spaces before installation to ensure that all components fit as needed during installation.

Los Robles Supermarket, San Juan PR 2011-2012

**Bagger**

**Responsibilities:**

* Help customer to bag groceries and other items.
* Verify prices of items.
* Carry packed sacks and/or bags in carts for performing check out services.
* Place bags and sacks in customers’ vehicles.
* Collect shopping carts and baskets and deliver them to the right place.
* Return grocery items left at checkout counters to their rightful places.
* Price and shelf items.
* Assist customers in loading/unloading of merchandise.
* Greet customers and assist them with item location.
* Maintain parking lot cleanliness.

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|  | Education |

#### **Universidad de Puerto Rico, Bayamón Present**

#### **Completed 12 credits towards a Bachelor’s Degree in Electronics**