

Joseph Ruiz

Burnet, TX 78611

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Work Experience

Lube Technician

Chevrolet-Marble Falls, TX

July 2023 to April 2024

Draining the oil from a vehicle and replacing it to manufacturer specifications Topping off other fluids, including brake, power steering and windshield wiper fluid Inspecting the engine block and under body for leaks and potential issues Checking tire pressure and filling tires with air as needed to manufacturer specifications Installing new car parts, such as air filters, oil filters, windshield wipers and batteries Lubricating moving parts as necessary, including those in the engine and wheel bearings and ensuring the engine is kept clean throughout servicing Diagnosing existing issues and consulting with lead mechanics on the team to address the vehicles' issues Creating detailed service reports for customers

Plumbers Helper

Wilcoxon Plumbing-Kingsland, TX

June 2023 to July 2023

Helped get tools and equipment for plumber. Digging to put pipe down, and working in heat.

Lumber Yard Worker

Ace Hardware-Kingsland, TX

March 2023 to June 2023

Help locate and load customers order.

Maintain yard and cleaning duty's.

Forklift driver.

Inventory is updated and recorded,

Back of House Team Member

Chick-fil-A-Marble Falls, TX

October 2021 to March 2023

I prep and drop food, I label and date food, so it does not go bad. I clean throughout the day, I do dishes at the end of my shift. I also clean the fryers and crush boxes. I also did trash, and I also did some front-of-house cross-training. I was also the shift lead on some shifts making sure procedures were getting done for closing and operations run smoothly. I have also put up a truck, basically restocking paper products and food for prep to have ready for operations.

Certified Technician

Valvoline Instant Oil Change-Austin, TX

April 2021 to October 2021

I've completed all 270 hours of training to be certified. I was doing essential maintenance, including oil changes, transmission flushes, and filter replacements. I also did wipers, washer fluid, and differential services.

Correctional Officer

MTC-Kyle, TX

January 2021 to April 2021

As a C.O. I would watch over offenders and ensure they followed the company regulations and procedures. I would also do daily reports in writing and give them to my superior. I would be on my feet for over twelve hours daily and work closely with others. My top priority is safety, making sure both offenders and correction officers do what needs to be done to have a safe work environment for everyone.

Delivery Driver

Domino's-Albuquerque, NM

March 2020 to September 2020

As a delivery driver, I would deliver pizzas for the company and accept tips. I would also help make pizzas and would help clean at closing.

Education

High school diploma

Eldorado High School - Albuquerque, NM

September 2014 to May 2018

Skills

- Customer service
- Security
- Conflict Management
- Computer Skills
- Data Entry
- Surveillance
- Restaurant Experience
- Vehicle Maintenance
- Corrections experience
- shift lead experience
- Regulatory reporting
- Report writing
- Driving
- Automotive repair
- Customer service
- Shift management
- Hand tools
- Outdoor work
- Leadership (2 years)
- Management (2 years)

Awards

Heavy lifter

December 2022

This certificate and award go to the top breeding/machines worker of the year. This person is the one you can count on to ensure everyone in town has all the chicken they could possibly desire.

Certifications and Licenses

Driver's License

July 2022 to March 2031

Assessments

Automotive maintenance — Proficient

March 2023

Knowledge of vehicles, vehicle maintenance, and repairs

Full results: [Proficient](#)

Delivery driver — Proficient

January 2023

Interpreting instructions or signs and solving problems

Full results: [Proficient](#)

Forklift safety — Proficient

January 2024

Best practices and safety hazards in forklift operation

Full results: [Proficient](#)

Work style: Reliability — Proficient

September 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Work motivation — Proficient

September 2021

Level of motivation and discipline applied toward work

Full results: [Proficient](#)

Retail customer service — Proficient

May 2024

Responding to customer situations in a retail setting

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.