

RAFAEL CASILLAS GONZALEZ



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Coquitlam, British Columbia
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[Bold Profile](#)

PROFESSIONAL SUMMARY

Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level Office Administrator position. Ready to help team achieve company goals.

SKILLS

- Tower Cranes
- Job Specifications
- Company Safety Procedures
- Maintenance Programs
- Critical Thinking
- Critical Thinking Skills
- Active Learning
- Maintaining Clean Work Areas
- Rigging and Cables
- Project Requirements

EDUCATION

**Cornerstone International
Community College**
Vancouver, BC • Expected in
08/2025

College Diploma: Web And Mobile
Application Development

- completed (K- grade 9) , Bronte
ISS, Texas , USA
- Finished Highschool with a **3.2
GPA** at Universidsad de
Guadalajara, Mexico
- Currently Studying Web and
Mobile Development at
Cornerstone College

WORK EXPERIENCE

Ridgetechone Construction And Development - Rigger Foreman
Vancouver, BC • 08/2022 - Current

- Oversaw daily operations at site, keeping team production moving at optimal pace.
- Trained workers in proper methods, equipment operation and safety procedures.
- Inspected equipment and tools used for safe operation.
- Directed projects according to schedule and quality demands.
- Administered disciplinary actions to workers violating safety regulations and company policies.
- Monitored job progress and performance of employees or contractors to complete projects prior to deadlines.
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CG Auto Partes - Administration Officer
Mexico • 08/2019 - 02/2022

- Screened and transferred incoming calls, took down messages, and transmitted information and documents to internal personnel.
- Aided colleagues, managers, and customers through regular communication and assistance.
- Managed team petty cash, purchase orders and account transactions.
- Created, prepared, and delivered reports to various departments.
- Managed daily payment processing and drafted related financial documents.
- Computerized office activities, maintained customer communications, and tracked records through delivery.

LANGUAGES

English



Native or Bilingual

Spanish



Native or Bilingual

EXERCISE

I love to work out, it helps me in many ways like regulating stress, makes me disciplined, consistent ,and patients to any goal i seek. etc...