

RAYMOND RODRIGUEZ

▪ CLIFTON, NJ, 07011 ▪ PHONE [\(973\) 868-4135](tel:9738684135)

EMAIL: RAYROD00131@GMAIL.COM

Objective: To obtain knowledge of the day-to-day work of a business through a part time job or full time experience in computer science.

Education: Passaic County Community College, Paterson, NJ
Major: Computer Science

Experience:

Pleasantdale Chateau, West Orange, NJ

November 2017 – Current

Barback / Bartender

- Prepared and served mixed drinks, cocktails and beer serving a local customer base in a fast-paced, high-volume, team-oriented environment.
- Maintained bar area for bartenders during peak hours, by stocking bar with supplies complying to neat and organized standards
- Managed closing duties, including cleaning entire bar area and back area
- Provided prompt, efficient, friendly, and quality service at all times
- Assisted servers by effectively handling customer complaints and special requests
- Receive and back-stock weekly alcohol and supply deliveries into assigned and allocated areas of the bar.

Abercrombie and Fitch, Wayne, NJ

August 2015 – November 2017

Retail Sales / Stock Associate

- Ensure that all merchandise was correctly labeled and displayed
- Scanned, recorded, and verified received inventory during shipments
- Maintain a clean, neat, and orderly stock room
- Provided excellent customer service and directed people to products on the floor

Saint Peter's University, Jersey City, NJ

March 2016 – January 2017

IT Technician

- Maintaining or repairing equipment
- Implement or perform preventive maintenance, backup, or recovery procedures to computers and Avaya phones.
- Troubleshooting computer,
- Setting up computer security measures on computers
- Configuring computer networks
- Offering technical support on-site or via phone or email
- Installing hardware and software systems
- Create electronic data backup using spreadsheets to prevent loss of information

Special Skills

Computers: Proficient in Microsoft Office products; (Word, Excel, PowerPoint, and Publisher) and also in Dreamweaver, Visual Basic, Illustrator and Adobe Photoshop

Strong Internet Research Skills

Bilingual - Spanish/English

Excellent Communication Skills

Basic Knowledge of Business Management

Special Qualifications

Works well with people of all ages, works well independently, as well as being a team member, can take leadership roles when needed to, and good interpersonal skills, easily adaptable to change. Took college accredited courses into preparing one's self in entering the field of computer science.

References

Furnished upon request