




Ruben G. Lopez

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Eager to use the skills I have learned in order to help my peers and others in a professional matter.
Ready to learn more in order to be successful in my current and future aspirations.

Skills

- Great communication and customer service skills
- Great with mathematical situations
- Quick learner and resilient
- Experienced in most Microsoft programs
- Great team member
- Fluent in two languages, English and Spanish

Experience

JANUARY 2018 – PRESENT 40+ HRS/WEEK

Lab Assistant II / Covance, Indianapolis, IN

- Receive lab samples from various sites and input their data into the database
- QC over everyone's work ensuring it was done correctly
- Get in touch with other departments concerning issues with certain projects and samples in general
- Help route samples from Geneva, Singapore, and Japan to their respective departments and resolve any issues that arise.

SEPTEMBER 2017 – JANUARY 2018 20 HRS/WEEK

Customer Service Specialist / Best Buy, Westfield, IN

- Address customer concerns and directly attempt to resolve any issues possible
- Keep department clean and communicate professionally with customers and team members

Education

2017 - PRESENT

Pursuing Bachelors / IUPUI, Indianapolis, IN

- Computer Information Technology Major (CIT)
- 21st Century Scholar
- Some knowledge of Python, HTML, CSS

High School Diploma / Decatur Central High School, Indianapolis, IN