Robert Chris Garcia
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Objective: To obtain a position that is challenging and rewarding with potential growth opportunities.

Education

Udacity – Online
Front-End Web Development (Grow with Google Challenge Scholarship)
January 2018 – In Progress

Udemy – Online
Web Developer Bootcamp
November 2017 – In Progress

DeVry University
Computer Information Systems
May 2009 – April 2010
Phoenix, Arizona

ITT Technical Institute
Software Engineering Technology
March 2006 – September 2007
Tempe, Arizona

Al Collins Graphic Design School
Associates of Art Degree in Visual Communications
Graduated with Honors, March of 1998
Tempe, Arizona

Experience

Warehouse Associate
Elite Care
March 2013 – May 2017

- Maintain all warehouse inventory and records.
- Coordinate the day-to-day operational functions of packing, shipping, receiving and distribution of goods and supplies.
- Responsible for receiving, recording, issuing, and transporting the goods and supplies from the warehouse.
- Ensuring to meet all safety and storage regularities for housing of the goods and supplies.
- Completing all necessary documentation relating to the shipping and receiving of product.
- Assisting in making inventory reports for evaluations.
- Create monthly billing reports.
- Organize and restock products in the warehouse.
- Take inventory of all supplies, and reorder product as necessary.
- Process and package all orders.
- Deliver product when driver availability is limited.
- Inspect all goods being shipped and received, reporting any defective or damaged items.
- Keeps warehouse organized and clean.
- Updates management or supervisor on the status of inventory, shipments, and deliveries.
- Process product returns.

Internet Analyst
Net Enforcers Inc.
August 2008 – November 2012

- Utilized proprietary software to ensure that information submitted to our clients was accurate and up-to-date
- Searched the internet for 3rd party websites that were using client's intellectual property
- Monitored eBay auctions for violations of intellectual property
- Analyzed client data obtained weekly through research
- Created client reports
- Maintained and updated client product list
- Preformed special assignments as directed

Scanner Operator/Data Entry
ACS Inc.
February 2007 – June 2008

- Performed data entry of material from source documents to a computer database.
- Transcribed routine pre-coded and identifiable alphanumeric data from source document and/or phone call into an automated system.
- Ensured accuracy and completeness of data.
- Performed clerical tasks such as data entry functions.
- Received and distributed incoming mail and materials.
- Scanned all incoming source documents.
- Provided customer service for departments

Authorizations Clerk
National Imaging Associates (Temporary Agency – Associated Staffing)
May 2006 – November 2006

- Contacted referring provider offices via telephone in order to communicate pre-authorization/notification numbers on requests that were approved after Medical Review evaluation
- Contacted referring provider offices via telephone in order to communicate pre-authorization/notification numbers on approved requests for members whose active coverage with the health plan requires further verification
- Provided information to referring physician offices regarding the ineligible status of requests on members found to have terminated coverage or those whose records were not found in the health plan systems
- Provided information to referring physician offices regarding the inapplicable status of requests on members found to have coverage under products that do not fall under the company's area of contractual responsibility with the health plan
- Provided information to referring/rendering physician offices and members regarding network imaging centers and other issues related to NIA covered services
- system, verify registration information and log verification data in the database
- Provided customer service by receiving and handling general information requests via telephone and facsimile from various external sources
- Participated in Utilization Management and Quality Management programs as directed
- Assist in testing NIA systems applications as directed
- Performed special assignments as directed

Equipment Services Aide
City of Phoenix
Aviation Department/ Facilities & Services
June 2004 – September 2005

- Operated an Equipment Management Information System computer terminal to open, enter, and update maintenance work orders
- Reconciled time card totals and verifies time cards daily prior to Foreman's signature
- Created and updated records and maintained files relating to vehicle maintenance, i.e., Preventive Maintenance (PM) history and state emission test information.
- Answered telephones and took messages
- Scheduled vehicle repairs and preventive maintenance
- Input commercial repair changes
- Interacted with using departments or divisions on vehicle status
- Provided customer service

Secretary II
City of Phoenix
Aviation Department / Facilities & Services
February 2004 – June 2004

- Provided secretarial support for the Facilities Superintendent
- Provided front desk back-up
- Distributed mail twice daily
- Sorted labor cards
- Printed and distributed conference room calendars
- Ordered and maintained stock of office supplies
- Prepared Delegation of Authority memos
- Typing assignments for sections
- Arranged for conference room set-up before and after meetings
- Maintained Seamless Service Directory for division/ Special projects as assigned
- Provided customer service

Support Services Aide
City of Phoenix
Aviation Department / Facilities & Services
May 2003 – February 2004

- Created and tracked work orders and requests for services using SAP
- Dispatched maintenance crews using a base radio and keep in radio contact with mobile units or other fixed station units
- Handled inquiries from officials, outside agencies, and companies to obtain requested information or services
- Logged information received from telephone or transmitted by radio and consults with supervisor regarding non-routine matters
- Entered employee time cards into computer using SAP
- Provided customer service

Custodial Worker I
City of Phoenix
Aviation Department
June 1997 – May 2003

- Cleaned, sanitized and deodorized restrooms
- Provided customer service
- Completed labor reports, time cards, and other short forms
- Swept and vacuumed carpet and floors using manual and power equipment
- Moped, scrubbed, waxed, shampooed, and spot cleaned carpeting and floors
- Cleaned woodwork, walls, and windows using common household equipment and cleaning products
- Operated a riding vacuum cleaner as well as other large equipment for cleaning large areas
- Cleaned and dusted offices
- Kept equipment and supplies in order and requests re-supply when needed