

Roman Najera Jr

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Anthony, NM 88021
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Skills

- Bilingual (fluent in both English & Spanish)
- Computer Proficiency
- Leadership Experience
- Management Skills
- Detail Oriented

Experience

October 2021 - Present

Army Reserves, Ft. Bliss- *Wheel Vehicle Mechanic*

- Perform maintenance, repair and recover operation on wheel vehicles.
- Service automotive electrical systems, including wiring harness, starting and charging system.
- Inspect, service, maintain, repair, replace, adjust and test of wheeled vehicles and material handling equipment systems, subsystems and components.

May 2023- Present

Dollar General, Vado, NM - *Lead Sales Associate*

- Responsible for opening and closing the store.
- Manage merchandise received weekly from the truck.
- Provide exemplary customer service and assist customers with product inquiries.
- Perform register duties, including counting registers, obtaining change from the bank, and making deposits.
- Proficiently handle transactions, including refunds and exchanges.

August 2022 - April 2023

Family Dollar, Vado, NM - *Assistant Store Manager*

- Oversaw the opening and closing procedures of the store.
- Managed receipt of food vendors and merchandise trucks.
- Conducted register responsibilities, including counting registers, obtaining change from the bank, and making deposits.
- Addressed customer inquiries and concerns, facilitating refunds, exchanges.

April 2020- October 2021

McDonalds, Anthony, TX – *Operations Technology Professional*

- Completed Operations Technology Courses level 1 and 2.
- Diagnosed and assisted with malfunctioning hardware devices.
- Replace registers, computer components, cashless devices at any store in the district
- On-call during work hours, requiring commuting to different store locations.

January 2020- October 2021

McDonalds, Anthony, TX – *Service Manager*

- Efficiently managed and ran shifts, ensuring a safe work environment.
- Delivered quality customer service, enhancing the overall customer experience.
- Complete the Managers food handlers course
- Conducted register duties, including counting registers, making deposits, and handling large amounts of money.
- Oversaw store opening and closing procedures, ensuring day-to-day operations adhered to guidelines.

Education

Gadsden High School, Anthony, NM– *High School Diploma*

Attended Gadsden High School and was a graduate from the Class of 2019.

August 2019- Present

New Mexico State University, Las Cruces, NM – *BA : Computer Science*

Currently attending New Mexico State University and pursuing a BA in Computer Science.

January 2022- April 2022

United States Ordnance School, Ft. Lee, VA - *Wheel Vehicle Mechanic (91B)*

Attended the United States Ordnance School in Fort Lee, VA and was part of Class 036 Echo Co, 16th OD BN, and was awarded my diploma.

Awards & Certifications

Refrigerant Recovery, Section 609 EPA Certificate

- Completed and Issued in Ft. Lee, Virginia
- Training of handling and care of refrigerants on a motor vehicle.

Ordinance School Certificate of Affiliation

- Certificate awarded April 19th, 2022.
- Achieved the requisite academic and professional standards.

The Army Achievement Medal x2

- Awarded June 23rd, 2023

References

- Carlos Enriquez | Automotive Instructor | (575) 650-7638
- Diana Sandoval | McDonald's General Manager | (915) 408-9523
- Jaime Arredondo | McDonalds Area Supervisor | (915) 328-4587