

# Gerardo Quinones

Los Angeles, CA 90063

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818-279-3889

## Work Experience

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### **Associate**

Dodger Stadium - Los Angeles, CA

April 2019 to October 2019

- Processed payments, including sales and refunds
- Managed sales floor
- Accurately and efficiently organized merchandise on sales floor

### **Loader/Unloader**

UPS - Los Angeles, CA

November 2018 to December 2018

- Loaded boxes up to 80 lbs

### **Warehouse Worker**

Handler, Attorneys Corporation - Commerce, CA

June 2018 to August 2018

- Worked on a computer processing customer orders
- Boxed, sealed, and shipped customer orders
- Emptied trash and kept work area clean

### **Cashier**

Wingstop - Alhambra, CA

October 2017 to January 2018

- Welcomed customers
- Assisted with customer inquiries
- Handled cash and credit transactions
- Counted cash drawers

## Education

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### **Associate**

East Los Angeles College - Los Angeles, CA

September 2017 to March 2019

### **High school or equivalent**

Woodrow Wilson Senior High - Los Angeles, CA

August 2013 to June 2017

## Skills

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- confident (Less than 1 year)
- Customer service (Less than 1 year)
- Fast learner (Less than 1 year)
- Poised (Less than 1 year)
- RECEPTIONIST (Less than 1 year)

## Assessments

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### **Delivery Driver — Highly Proficient**

September 2019

Interpreting instructions, reading maps, and solving problems.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/1d7a7dc4a73efc106d3adc28a2c76c4aead53dc074545cb7](https://share.indeedassessments.com/share_to_profile/1d7a7dc4a73efc106d3adc28a2c76c4aead53dc074545cb7)

### **Receptionist — Highly Proficient**

September 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/1c6519b151d47dd222909d0b5a9f7055eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/1c6519b151d47dd222909d0b5a9f7055eed53dc074545cb7)

### **Active Listening — Highly Proficient**

September 2019

Actively listening and appropriately responding in conversations.

Full results: [https://share.indeedassessments.com/share\\_assignment/timvoz56k7z9yryu](https://share.indeedassessments.com/share_assignment/timvoz56k7z9yryu)

### **Basic Computer Skills: PC — Highly Proficient**

September 2019

Performing basic computer operations, navigating a Windows OS, and troubleshooting common computer problems.

Full results: [https://share.indeedassessments.com/share\\_assignment/bfxovxlf-yz9l1x8](https://share.indeedassessments.com/share_assignment/bfxovxlf-yz9l1x8)

### **Warehouse Associate — Proficient**

September 2019

Assesses the tendencies that are important for success in warehouse roles.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/86725e32ddb4052a45d0d6b8e9dccf73eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/86725e32ddb4052a45d0d6b8e9dccf73eed53dc074545cb7)

### **Conscientiousness — Highly Proficient**

September 2019

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/21a92d9f59f6628dd41e9d8f8ae1d466eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/21a92d9f59f6628dd41e9d8f8ae1d466eed53dc074545cb7)

## **Sales Skills: Influence & Negotiation — Highly Proficient**

January 2020

Measures a candidate's ability to effectively use influence and negotiation techniques to engage with and persuade customers.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/d6f9936535aae4fd11a30538524d6edc](https://share.indeedassessments.com/share_to_profile/d6f9936535aae4fd11a30538524d6edc)

## **Customer Service Skills — Proficient**

January 2020

Measures a candidate's skill in evaluating approaches to customer service & satisfaction.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/0d8cd6accf5dd23f9791352729c1d980eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/0d8cd6accf5dd23f9791352729c1d980eed53dc074545cb7)

## **Work Style: Reliability — Completed**

March 2020

Tendency to be dependable and come to work.

Full results: <https://share.indeedassessments.com/attempts/a85ec75c547e96c2c20fc16c6948d977eed53dc074545cb7>

## **Reliability — Highly Proficient**

January 2020

Measures a candidate's tendency to be dependable and come to work.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/2d0b2225aea554f3e9809d8c0499191ceed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/2d0b2225aea554f3e9809d8c0499191ceed53dc074545cb7)

## **Delivery Driver — Highly Proficient**

January 2020

Interpreting instructions, reading maps, and solving problems.

Full results: <https://share.indeedassessments.com/attempts/f7bcb3ecab217e650235b1cb9f02ebe8>

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