

# BERNARD ROBLES-THOMAS

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**SUMMARY:** Dedicated, resilient, tech savvy professional with years of experience, high adaptability and a willingness to learn and succeed.

**TOP SKILLS:** Strategic thinking, project management, organization, communication.

## WORK EXPERIENCE:

- **Lionbridge, 2019 - Current.** Rater. Used provided guidelines to analyze the accuracy, content, and usefulness of Google inquiries.
- **Handyman, 2009 – 2011.** Worked general construction including flooring, door assembly, tile work, painting, and landscaping. Maintained a safe and clean working environment at all times.
- **General Manager of the Grapevine/Tao Toys, 2006 – 2009.** Managed inventory (shipping, receiving, packaging, monitoring stock & special orders), consignment (maintained positive client relationships, determined merchandise value, monitored eBay sales & trends), trade shows (packing & loading trucks, booth recruitment, shelf management, and all set-up and take-down tasks), personnel (handled all interviews, hiring & training of new staff), admin (including customer complaints, cash reports, and miscellaneous daily paperwork).
- **Library Assistant for the City of Stockton Public Library, 2004 – 2005.** Shelled and organized books, provided manual labor, performed janitorial services and aided in customer service matters. Other miscellaneous tasks as assigned.
- **Tutor for City of Stockton Parks & Recreation Department, 2003 – 2004.** Tutored elementary aged children in English, Math, Sciences and other subjects as needed. Planned and executed educational activities, arranged meals, and supervised outdoor physical activities.

## OTHER RELEVANT EXPERIENCE:

- **Caregiver, 2014 – 2018.** Left the workforce to care for relatives battling cancer. Tracked medications and dosages, prepared meals along doctor recommended guidelines, performed daily chores such as laundry and house cleaning, and provided companionship.

## EDUCATION:

- **California State University, Monterey Bay. Business Major.**
- **San Joaquin Delta College, Stockton, CA, 2009 – 2012.** Degrees obtained: Associate of Arts, Business, Associate of Sciences, Marketing
- **Bear Creek High School, Stockton, CA, Class of 2004.** Obtained high school diploma.