

SILAS HUERECA

(580) 302-2687

silasgranthuereca@gmail.com

1437 NE 33rd St

Oklahoma City, OK 73111

SCHOOL EXPERIENCE/INVOLVEMENT

CERTIFICATIONS 300 hours certificate in HTML, and CSS

- Building a local Realtor a website.
- Continue to advance computer programming knowledge to ensure the quality of the website and mastering the software languages.

WORK EXPERIENCE

May 2017 - Dec. 2018 **Self-Employment Huereca's Woodworking LLC/Fix & Flip LLC**

- Responsible for accounting for the business and obtaining any required workers insurance.
- Communicated with the business or the clients in order to make sure the project is done to their vision and making deadlines that were needed.
- Executed the investors vision to meet deadlines.
- Used different computer software to draw up ideas and graphics for different projects.

Oct 2018 - Present **Louie's Midtown Grill and Bar OKC 405-230-1200**

- Responsible for designated sections within Louie's and various task that include:
 - o Maintaining store appeal.
 - o Ensuring the quality of the guests experience.
 - o Organize the front to back end of the restaurant.
 - o Making sure all closing duties or checklists are completed before the shift ends.
 - o Communicating ideas and help to store managers and/or general manager.

July 2018 - Oct. 2018 **Kimray Inc. Final Assembler**

- Responsible for end-to-end build of oil, water, and gas valves
 - o Ensure that all required parts have been pulled, organized for assembly, and checked for the quality..
 - o Facilitated product quality to ship all valves.
 - o Problem solved any non-functional valves to prepare them for shipment
- Read and interpret blueprints for final assembly.
 - o Communicated any notes for the blue prints.
- Work independently to execute at high production percentage.
- Continuous improvement through daily questioning of environment and process evaluation.

EDUCATION

Southwestern Oklahoma
State University
B.A. Wildlife Law Enforcement
Class of 2017
CLEET Program/Emphasis in Law Enforcement.

SKILLS

All Microsoft Office
HTML
CSS
JavaScript (The Basics)
Computer Aided Drafting (CAD)
Sketch Up

ADDITIONAL WORK EXPERIENCE

Aug 2012-2013 Resolution Appareal 580-275-9435

- Responsible for all product orders which included: Quality checks, fulfilling orders, and checking inventory.*
- Communicated with the clients about their orders.*
- Discussing daily/weekly goals with the owner.*
- Organizing the inventory.*

Aug 2015-Feb 2016 Internship Weatherford Police Department

Police protocol, Situational Awareness, Response Methodology, Reporting

- Worked with different police officers in many on call cases for over 520 hours.*
- Continued further education by outside learning and in school courses.*