

Arturo Aragon

Chula Vista, CA 91915 | (619) 319-2188 | hiwattslo@gmail.com

SKILLS AND QUALIFICATIONS

- Customer Service Oriented
- Self-motivated
- Bilingual- English & Spanish
- Expertise with social media platforms
- Detail-Oriented
- Effective Communication
- Problem Solving and Organization
- Typing Speed of 45 WPM

WORK EXPERIENCE

Volunteer Keyholder, Safelight Labs- San Diego, CA- April 2019-Present

- Accurately handled transactions paid with cash and credit/debit cards
- Counted and balanced cash drawer at the end of each shift and prepared daily cash deposits
- Assisted costumers with film development, dark room preparation, product selection, and workshop information
- Upsold merchandise and products when applicable
- Managed the shop inventory, including film, lab and dark room chemicals
- Maintained all tools and equipment in good working order while providing a clean, safe, and organized workspace

Vehicle Service Attendant, The Hertz Corporation- San Diego, CA- August 2012 to October 2018

- Managed inventory of up to 300 vehicles for airport location by confirming vehicle status through corporate software
- Reconciled all inventory discrepancies with assistance from management and Lead Transporters
- Maintained communication with team throughout shifts in order to efficiently arrange transportation of cars to different areas of the facility
- Detailed up to 45 vehicles per shift, including vacuuming, wiping/polishing surfaces, operating the car wash, and picking up litter
- Followed specific guidelines for handling luxury cars to ensure satisfaction of VIP customers
- Safely handled and mixed cleaning chemicals
- Went above and beyond to assist clients in finding cars and operating of vehicles
- Performed vehicle inspection upon arrival to the lot and at time of departure from VSA department and reported physical damage or mechanical issues to manager for maintenance
- Assisted with Vehicle Transporter duties as needed including moving vehicles across the facility
- Received recognition award for hard work and contribution to the company

Electronics Department Lead, United Cerebral Palsy Thrift Store- San Diego, CA- October 2017 to June 2018

- Tested and repaired donated electronic devices and checked that items met quality and safety criteria for sales
- Cataloged, separated, and organized merchandise for equal distribution at different retail locations

Lot Attendant/Shuttle Driver, Laurel Airport Parking- San Diego, CA- June 2012 to August 2012

- Accurately handled transactions paid with cash or cards
- Counted and balanced cash drawer at the end of the each shift and prepared cash deposits
- Drove 15 seat shuttle van to and from San Diego Airport and coordinated with dispatch to ensure that customers were picked up at the accurate terminal
- Patrolled lot to confirm security of vehicles left by customers for long stays

Promotions Intern, Clear Channel Communications - San Diego, CA- June 2012 to July 2012

- Attended events throughout County to promote stations through distribution of merchandise and giveaways
- Reached out to large, diverse audiences in a friendly manner to communicate special promotions
- Helped with set up and running of live broadcasting and promotional events at least twice per week including set up sound system and tents

EDUCATION

Social Media Marketing & Web Development, Southwestern College- Chula Vista, CA- In Progress

- Coursework in Search Engine Optimization, HTML, CSS, PHP
- Business Administration courses
- Audio Engineering courses

High School Diploma, Eastlake High School- Chula Vista, CA