[kalebgarcia2002@gmail.com](mailto:kalebgarcia2002@gmail.com)

**Kaleb Garcia**

+1 808 777 9603

Columbia, MO

# Work Experience

## US Army

220th ENG - Festus, MO May 2020 to Present

* Serve as a Construction Engineer tasked with pavement and leveling of surfaces
* Utilize heavy machinery like bulldozers, excavators, forklifts, graders, et. al.

## HR Assistant

Schneider Electric - Columbia, MO February 2023 to Present

* Assist with onboarding and hiring of new employees

## Assistant Bartender

Pappadeaux Seafood Kitchen - San Antonio, TX May 2021 to August 2021

* Managed the floor while also completing my own tasks
* Remained on my feet for the duration of shifts while lifting heavy boxes
* Operated efficiently by having the menu memorized and understanding specials as needed

## Telephone Interviewer

Communications for Research - Waynesville, MO May 2018 to May 2020

* Held highest productivity rate for 12 months on the most difficult survey offered
* Optimized verbal communication skills to streamline interviews

# Education

## Bachelor's degree in Information Technology

University of Missouri-Columbia - Columbia, MO August 2021 to Present

**INCLUDE RELEVANT COURSEWORK**

# Skills

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| --- | --- |
| * Data entry * Communication skills * Typing * Data collection * Data analysis skills | * Strategic planning * Product development * Python (4 years) * Microsoft Office (2 years) * Google Docs (2 years) |