

Eduardo Rivera

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Skills

- Time Management
- Multitasking
- Telephone Etiquette
- Problem Solving
- Decision-Making
- Detail Oriented
- Adaptability
- Ability to work under pressure
- Simple mechanic work
- Strong cash handling skills
- Basic welding
- Dent Repair
- Refinishing skills

Experience

July 2016 - July 2019

Bon - Bon Wings & Grill, 3606 Groometown Rd, Greensboro, NC 27409 -

- Dishwasher

Maintain a clean kitchen, properly wash and sort soiled dishes, and prep foods as needed. Keeps the dish area free of clutter and organized.

- Properly washes, stacks, and stores china, glassware, silverware, cookware, and storage containers.
- Perform any or all clean-up chores as assigned by manager
- Ensures each task is completed and works at fast and safe pace
- Strong listening skills, strong organization skills, ability to multitask, and independently make decisions

- Cook

Handled multiple orders at once, while maintaining to cook the food in a timely manner. Memorizing all entrees on menu for meal preparation.

- Perform multi-tasks smoothly and effectively in a fast-paced environment
- Maintain safe, sanitary and orderly work area
- Able to follow specific instructions, guidelines and recipes accurately

- Close up after hours, wash dishes, sweep, and mop, dock dates on food for next upcoming shift

June 2018 - March 2019

Mimi's Cafe, 3322 W Friendly Ave, Greensboro NC 27410 - *Busser*

Work with the kitchen and waitstaff to maintain a clean, efficient and hygienic experience for diners. Duties include cleaning tables, clearing plates, re-filling napkins and condiments, and cleaning up spills.

- Preparing for guests by cleaning and setting tables
- Maintain health and safety regulations at all kitchen and dining areas
- Flexibility to work in shifts, including weekends, evenings and holidays

July 2019 - April 2020

O'Reilly Auto Parts, 5109 W Market St, Greensboro NC 27409 - *Parts Specialist*

Sales representative and answered customer inquiries about various equipment and automotive parts. Also, performed light vehicle maintenance.

- Worked as a team member performing cashier duties, product assistance, and maintenance
- Processed merchandise purchases, returns, and exchanges
- Assisted customers with store and product complaints
- Answered and directed phone calls to appropriate extensions
- Frequently installed batteries, wiper blades, and light bulbs

April 2020 - August 2020

Paint Protection, 2630 Battleground Ave, Greensboro NC 27408 - *Auto Detailer*

Ensured that both a vehicle's interior and exterior meet cleanliness standards and perform cleaning on vehicles, using cleaning supplies and equipment e.g. brushes, scrapers, vacuums, and solutions etc.

- Clean and remove spots and stains on upholstery and interiors of vehicles, rubber mats, carpeting, and windows
- Able to operate automatic wash equipment designed to wash automobiles
- Properly wax and/or polish exterior components
- Safely drive and operate automobiles and light trucks with automatic and standard shift transmissions
- Operate automatic wash equipment designed to wash automobiles and light trucks

October 2021- Current

Best Buy 1701 S 40 Dr, Greensboro NC 27409

Responsible for utilizing relationship selling to build profitable customer relationships leveraging Best Buys full range of products, services, solutions, and channels.

- Finding the best solution for the customer's home theater setup. Including Tv's, Soundbars, Wall Mounts, or Projectors.

- Assisting customers with Automotive car radios and speakers while also setting up installation dates.
- Setting up at home Tv installation and setup.
- Informing customers on the latest technological advancements on products.

Terry Labonte Chevrolet 1401 Bridford Pkwy, Greensboro NC 27407

- Repairs vehicles per estimate and according to manufacturer standards.
- Checks parts against estimate and ensures proper parts are ordered and received.
- Prepares vehicles for body repair work.
- Notifies management of any additional repairs needed.
- Notifies management of any difficulties or problems that may prevent a quality job from being performed or cause a change in the promised time.
- Maintains tools and equipment in a proper state of repair.
- Maintains and wears all required safety and health personal protective equipment, including respirator, in the manner recommended by the equipment manufacturer.
- Complies with all laws and regulations pertaining to paint, thinners and other hazardous materials. Reports any deviations to management.
- Cooperates and assists other personnel in the repair and prepping of vehicles.
- Understands, keeps abreast of and complies with federal, state and local regulations that affect body shop operations, such as hazardous waste disposal, OSHA Right-to-Know etc.
- Operates all tools and equipment in a safe manner.
- Other tasks as assigned.

Education

August 2015 - June 2019

Western Guilford High School, Greensboro - *High School Diploma*

January 2020 - CURRENT

Guilford Technical Community College, Jamestown - *Collision Repair*