

Carlos Valeriano

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Authorized to work in the US for any employer

Work Experience

Event Coordinator

Flagship Facility Services, Inc. - Dallas, TX

March 2023 to November 2023

- Efficiently set up and arranged chairs and tables for various events at Watermark Church, ensuring optimal layout for attendee comfort and event requirements.
- Collaborated closely with event coordinators to tailor setups according to specific event needs, contributing to successful event execution.
- Maintained a high standard of cleanliness and order during service days, enhancing the overall environment for attendees.
- Demonstrated flexibility and quick problem-solving skills in adjusting room layouts and setups in response to last-minute changes or requests.

Order Picker

FB Flurry - Dallas, TX

July 2021 to September 2021

- Utilized RF scanning technology to accurately pick and process around 1,000 items daily, fulfilling customer orders with high efficiency.
- Maintained a consistent record of accuracy and speed, contributing to the overall productivity and order fulfillment rate of the team.

Cashier/Courtesy Clerk

Tom Thumb - Dallas, TX

February 2020 to February 2021

- Actively assisted a diverse range of customers with various inquiries, including locating items, navigating the store's phone app, and adapting to shopping protocols during the COVID-19 pandemic.
- Adapted quickly to changing circumstances and protocols during the COVID-19 pandemic, maintaining a safe and comfortable environment for customers.

Skills

- Spanish
- POS
- Customer service
- Cash register
- POS

- Guest relations
- Microsoft Office
- Typing
- Google Suite
- Administrative experience

Languages

- French - Intermediate
- Spanish - Fluent
- English - Fluent

Links

<https://www.ratatype.com/u6683635/certificate/en/>

Awards

72 WPM Certificate

December 2023

Certifications and Licenses

Driver's License

Assessments

Retail customer service — Proficient

March 2023

Responding to customer situations in a retail setting

Full results: [Proficient](#)

Work style: Reliability — Proficient

February 2023

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Filing & organization — Proficient

December 2023

Arranging and managing information or materials using a set of rules

Full results: [Proficient](#)

Data entry: Attention to detail — Proficient

December 2023

Maintaining data integrity by detecting errors

Full results: [Proficient](#)

Work motivation — Proficient

November 2023

Level of motivation and discipline applied toward work

Full results: [Proficient](#)

Typing — Proficient

December 2023

Transcribing text

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.