



Creador y entendedor de espacios en desarrollo, con 5+ años de experiencia de trato al público y liderato. Buscando el progreso de una compañía implementando y mejorando la productividad y el profesionalismo.

Experiencias

2017	Romanos Macaroni Grill (mesero, P.R.)
2016:	B.S.A Camp Merz (director de Area, Buffalo, N.Y.)
2016:	Stereograph Media Inc. (promociones, P.R.)
2014-16:	NCA Real Estate (reposeción de casa, P.R.)
2012-13:	Salvavidas de la Cruz Roja Americana
2010-11:	B.S.A Campamento Guajataka (staff general, P.R.)
2007:	B.S.A National Youth Leadership Training
2005:	Boy Scout of America / B.S.A (Rango Aguila)

Formación

2013-17:	Universidad de Puerto Rico, recinto de Rio Piedras cursando Bachillerato en Diseño Ambiental de la Escuela de Arquitectura
2012-13:	Universidad de Puerto Rico, recinto de Bayamon
2009-12:	Escuela Superior Discípulos de Cristo, Montañez diploma de cuarto año

Horario de Disponibilidad

Lunes, Martes, Miercoles y Jueves :	mañana libre hasta la 1:00 p.m
Viernes, Sabado y Domingo:	mañana libre hasta las 5:00 p.m

Datos Personales

Dirección:
Guarionex 616, Colinas de Bayoan, Bayamon, P.R. #00957

Numero de Telefono:
(787)-309-2372

Correo electronico:
rafaeldiazcharles@gmail.com

Destrezas Claves

orientado a trabajar con el publico








organizado

creativo

responsable

puntual

Destrezas Tecnicas

	word
	power point
	excel
	photoshop
	illustrator
	autoCAD
	rhinoceros

Idiomas

Español
●●●●●
excelente

Ingles
●●●●●
excelente



Entusiasta y organizado con experiencia de trato al publico y liderato. Buscando el progreso de una compania implementando y mejorando la productividad y el profesionalismo.

Experiencias

- 2014-16: NCA Real Estate (reposecion de casa, P.R.)
- 2014-15: All Occasions party rental (Equipment rental)
- 2014: Americorp/FEMA (DSA Disaster Survivor Assistance)(Data entry)
- 2011-12: Sam's Club (staff/arboles de navidad)
- 2007-09: Tropical Vending (Carousel)

Formación

- 2016-17: Universidad Interamericana, Recinto Metro cursando Bachillerato en administracion de empresas desarrollo empresarial y gerencial/mercadeo
- 2012-16: Universidad Interamericana, Recinto Bayamon
- 2006-09: American School diploma de cuarto año

Horario de Disponibilidad

Lunes, Martes, Miercoles, Jueves, y Viernes : Libre despues de la 1:00 de la tarde en adelante

Sabado y Domingo: Disponible todo el dia

Certificaciones

- Certificate of Achievement Leadership and Influence
- Certificate of Achievement Workplace Violence Awareness Training
- Certificate of Appointment
- Certificate of National Service
- 2014 Administrator's Award Support to Unaccompanied Children

Datos Personales

Dirección:
Guanahani 305, Colinas de Bayoan, Bayamon, P.R. #00957

Numero de Telefono:
(787)-675-8589

Correo electronico:
robertoalejandro.101@gmail.com

Destrezas Claves

habilidades computacionales

organizado

adaptable

responsable

puntual

Destrezas Tecnicas



word



power point



excel

Idiomas

Español



excelente

Ingles



excelente

ROBERTO ALEJANDRO RIVERA MORALES

Colinas de Bayoan Calle Guanahani 305, Bayamon, P.R 00957 • Cell: 7876758589 • robertoalejandro.101@gmail.com

Professional Summary

Enthusiastic and well-organized with solid background in data entry and customer service. Offering excellent communication and computer skills. Meets deadlines and works with a high level of multicultural awareness and adaptability.

Skills

- Excellent communication skills
- Quick learner
- Computer proficient
- Outstanding interpersonal skills
- Fully bilingual English/Spanish
- Well organized
- Flexible

Work History

Carousel, 05/2007 to 06/2009

Tropical Vending – Bayamon

- Customer service
- Greeted customers and ascertained customers' needs.
- Maintained records related to sales.
- Cash register

Store Associate/Cashier/Christmas Trees, 10/2011 to 02/2012

Sam's Club – Bayamon

- Cleaned in and around the buildings.
- Managed wide variety of customer service and tasks to resolve customer issues quickly and efficiently.
- Grocery cart pickup

Disaster Survivor Assistance Specialist at AmeriCorps NCCC FEMA Corps, 02/2014 to 11/2014

Americorp/FEMA – New York

- Entered numerical data into databases in a timely and accurate manner.
- Added new material to file records and created new records.
- Accurately read, understood, and carried out written instructions.
- Responsible for conducting survivor needs assessments, performing visual assessments, and aiding survivors with the Individual Assistance registration process.

Equipment rental, decoration and coordination of corporate and social events, 11/2014 to 02/2015

All Occasions party rental – Bayamon

- Equipment rental, decoration and coordination of corporate and social events.
- Mounting different types of equipment.

Education

High School Diploma: 2009

American School - Bayamon

BBA: Entrepreneurship, Current

Universidad Interamericana de Bayamon - Bayamon

Accomplishments

- 2014 Administrator's Award Support to Unaccompanied Children