

Pablo J. Fernandez
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Objective:

To obtain a Customer Service position, where my Customer Service skills, knowledge and experience are utilized to assist the customers needs and improve company's profitability and image.

Work Experience:

Cor Homes - Direct Support Professional
March 2014 - January 2018
Cor Homes, 64801 Scytheburg Ln
Palmdale, Ca 93468
Supervisor: Ruben Cor
555-555-5555

I provided in-home care for developmentally disabled clients. Accompany clients to doctors appointments and bring necessary documents or medication. Assisted them with daily basic activities. Transported clients to and from weekly special olympic bowling tournaments. Prepare breakfast and dinner as well as lunches to take with them to program. Schedule weekly outings to the park doing a sport all the clients agreed on previously.

Armitage Hotel- Front Desk/Night Auditor/Concierge
May 2012 - January 2014
8948 Cecilia St
West Hollywood, Ca 90055
Supervisor: Benjamin Bonito
555-555-5555

While I was working as a Front Desk Agent my main responsibility was guest satisfaction. As a Night Auditor my responsibility was to budget (over, short and damaged) issues on a night basis for the hotel. I helped customers with reservations, rate quotes, check-in, check-outs, car rentals, massage appointments, room service, and any questions they had. I also managed a high influx of calls.

Courtyard Royal Realty - Assistant/Agent
March 2010 - April 2012
19846 Oak Blvd
Santa Clarita, CA 91848
Supervisor: Helga Zoya
555-555-5555

As an Assistant, I performed searches for the Buyers my Supervisor had and for the Listings I made sure the photos, and agent's remarks were in MLS. I did comparison market data analysis on listing appointments, I also set appointments to show property or get paperwork signed. I pursued it further and received my Real Estate license in October of 2011. Prior Experience helped me become more knowledgeable in the field as a Real Estate Agent.

Summary

- **Strong, Self starter**
- **Excellent organizational skills**
- **I carry a professional and confident attitude.**
- **Work well as a team player.**

Hobbies: Playing Xbox One, Basketball, Skating, Working with electronics (Fast Learner)

Skills: Certified CPR / First Aid ; Computer skills: Opera 3.0 & 4.0, PBX switchboard, Computer Networking, Microsoft Word, PowerPoint, Excel and typing 25-30 wpm.

Education: Graduated June 1, 2006 **Her Lady of Angels**- Santa Clarita, Ca 91359