

Ramon Garcia

(831) 594-1372 | ramon.g@outlook.com

Summary

- Bilingual in English and in Spanish and currently learning Japanese
- Fluent in Microsoft Word and Powerpoint
- Adaptable, I can easily adapt to different situations at work
- Strategic Thinker, I can think in a strategic manner to get the most out of my time.

Education	Monterey Peninsula College	2010
	<i>Associates Degree in Arts & Humanities</i>	- 2014
	Hartnell College	2015
	CSUMB	2015-
	<i>Japanese Language and Culture</i>	2018

Career History

- | | |
|---|----------------|
| Team Leader, <i>Jack in the Box</i> | 2013 - 2015 |
| <ul style="list-style-type: none">• <i>Making sure the store can function</i>• <i>Assisted customers at both the front cash register as well as the Drive-Thru</i>• <i>Analyzing Money Reports, Daily Sales Reports, and Speed of Service Reports</i> | |
| HR Clerk, <i>D'Arrigo Bros. Co. of CA</i> | 2015 - Present |
| <ul style="list-style-type: none">• <i>Taking calls and assisting employees</i>• <i>Filing Employees statues for over 2000 active and inactive employees</i>• <i>Assisting Payroll clerks with their Payroll duties</i> | |