

# Juan E. Alvarado

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**OBJECTIVE:** To obtain a full time position with a company where I can utilize my skills and experience to grow within the company.

## SKILLS

- Bilingual - English & Spanish
- Knowledge of Microsoft Windows, Word, Internet search and Outlook
- Reliable/Trustworthy
- Communication skills
- Hard Worker
- Dependable & Multitask
- Quick learner with ability to adapt to change

## EDUCATION

Patron Santiago, High School, DR  
General Studies - Diploma

## WORK HISTORY

- |   |                     |                          |
|---|---------------------|--------------------------|
| <b><u>Fox Hollow Catering</u></b>   | <b>Woodbury, NY</b> | <b>04/2021 -05/2022</b>  |
| Inventory Supervisor  |                     |                          |
| <ul style="list-style-type: none"><li>• As an inventory supervisor I oversaw the quality and condition of the merchandise</li><li>• Upon receiving. And then meticulously organize all the refrigerators in the warehouse</li><li>• Follow by everyday inspection for next week orders</li></ul>  |                     |                          |
| <b><u>Partners Entertainment, Inc.</u></b>  | <b>New York, NY</b> | <b>06/2015 – 02/2021</b> |
| <b>Parking Coordinator</b>  |                     |                          |
| <ul style="list-style-type: none"><li>• Coordinating parking, Schedule, and locations for Filming</li><li>• PA Parking/ Security</li><li>• Reserved parking for equipment vehicles and filming personnel</li><li>• Responsible for controlling pedestrian traffic during filming</li><li>• Assured location was secured for filming</li></ul> |                     |                          |
| <b><u>Able Steel Equipment Co. Inc.</u></b>   | <b>Queens, NY</b>   | <b>12/1999 – 10/2000</b> |
| <b>Truck Driver</b>   |                     |                          |
| <ul style="list-style-type: none"><li>• Prepared freight for delivery</li><li>• Deliver cabinets to appointed location</li><li>• Responsible for operating Order Picker/ Hilo to move merchandise on pallets</li></ul>  |                     |                          |
| <b><u>Blue Sea Construction</u></b>   | <b>Bronx, NY</b>    | <b>10/1998 – 12/1999</b> |
| <b>Construction Helper</b>  |                     |                          |
| Responsible for filling cracks, holes and joints with caulk putty, plaster or another filer using caulking gun or putty knife   |                     |                          |
| <ul style="list-style-type: none"><li>• Mounted kitchen cabinets</li></ul>  |                     |                          |
| <b><u>Colling Building Services</u></b>   | <b>New York, NY</b> | <b>01/1998 – 10/1998</b> |
| <b>Maintenance</b>  |                     |                          |
| <ul style="list-style-type: none"><li>• Received and carried out work orders at the direction of the supervisor</li><li>• Responsible for removing fixtures such as pictures and electric switch covers from walls prior to painting</li><li>• Maintained floors mopped and waxed</li></ul>   |                     |                          |
| <b><u>Sleep-Rite, New Rochelle</u></b>  | <b>New York, NY</b> | <b>06/1995 – 01/1998</b> |
| <b>Warehouse Manager</b>  |                     |                          |
| <ul style="list-style-type: none"><li>• Prepare and set up operational procedures for activities</li><li>• Verified incoming and outgoing shipments, and handled disposition of shipment</li><li>• Responsible for keeping warehouse inventory</li></ul>  |                     |                          |