

David Alvarez | 3419 Grayson St.

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Obtain a job position in the Computer Science field to improve my skills for engineering work force

‡ SUMMARY OF SKILLS

- **Leadership Skills**
 - ✦ Maintained and delegated quality services in my collegial pursuits, volunteer work, projects
- **Customer Service Skills**
 - ✦ Mixture of logistics and clerical daily duties, provisions to clients. Evaluation advisory, categorical documentation review, economic business exposure, focal technologically adept, combined exceptionalism in hospitality and medical intermediary
- **Communication Skills**
 - ✦ Excellent negotiation, cooperation, interpersonal, presentation, persuasion, reports, proposals

‡ EXPERIENCE

- **AT&T Stadium and TCU | Associate – (2016 - Present)**
 - ✦ Relayed directory of unitary info stations, presented information. Guided guests throughout facility, hospitality. Secured safety and wellbeing of attendants and resolved inquiries.
- **Qualfon | Consultant (Seasonal) – Remote (7 months)**
 - ✦ Medical record, billing, data management, data research, I.T support, client relations, clerical, reviewed data modules and analytical documentation, investigation, observation.
- **Agero Roadside Assistance | Specialty Associate Care Representative - Remote | 1.7 years**
 - ✦ Work force experience, managed accounts, data entry, file records, negotiated bid proposals, client relations (business-to-business, customer-to-business), updated status agreements of clients, bookkeeping, I.T. support, resource gathering, database research, record keeping.
- **OneSupport | Customer Care Associate – Remote | 1 year**
 - ✦ Managed accounts, updated file records, data entry, managed transactions, money handling, I.T., problem solving, resolved inquiries, phone management, financial analysis.
- **Sheraton Hotel | Associate (8 Months)**
 - ✦ Managed and organized inventory, customer service, time management, teamwork. Alternated between front-of-the-house duties and back-of-the-house duties.
- **PLS Financial Services | CSR (8 Months)**
 - ✦ Banking, finance analysis, modules, clerical, cross sell, managed transactions, I.T., inventory

‡ EDUCATION

- University of Texas | Some College | Tarrant County College | Graduated

‡ VOLUNTEER WORK

- **Northside Inter Community Agency & Office Assistant**
 - ✦ Managed inventory, customer service, stored inventory, introduction to care giving
 - ✦ Sorted mail, posted flyers, organized inventory, organized data, scheduled meetings

