**Joseph S. Garcia**

190 James K Taylor Lane

P.O. Box 187

Meridianville, AL 35759

Cell: (256) 829-8494

***QUALIFICATIONS:***

* Works well without supervision
* Excellent with customer support services and relations
* Skilled at learning new concepts quickly, while working well under pressure
* Proficient with time management skills
* Proficient in delivery and navigation

***EDUCATION*:**

2011 ***Calhoun Community College* Huntsville, AL**

* Graduated the GED program with a general studies diploma

2012 ***Calhoun Community College*** **Huntsville, AL**

* Attending classes in pursuit of a Bachelor’s Degree in computer science

***EXPERIENCE:***

2012-2013 ***Siano Appliance Distributors (*256) 533-6221**

*1833 University Dr NW, Huntsville, AL 35801*

* Responsibilies include loading and delivering appliances, navigating to the delivery site, installing the appliances, retaining knowledge pertaining to brands/products, customer service, and being competent without supervision and in time management.

2009-2012 ***Laster Cleaning Service (256) 529-0712***

*190 James K Taylor Lane Meridianville, AL 35759*

* Responsibilities included maintaining a clean and tidy environment in the office buildings by vacuuming, sweeping, mopping, disposing of trash, dusting, disinfecting, etc. Workload was completed without supervision

2012 ***Madison City Schools (256) 774-4690***

*847 Mill Road Madison, AL 35758*

* Responsibilities included keeping Mill Creek Elementary clean and disinfected for the students and staff, supervision of the cafeteria during lunch time, responding to calls/requests by staff in a timely and efficient manner

2010-2011 ***Quality Glass Co Inc (256) 534-4322***

*616 Pearl Avenue NW Huntsville, AL 35801-5746*

* Responsibilities included following directions thoroughly and properly, installing glass panes into set frames, manually lifting heavy objects to specified areas of jobsite, maintaining ownership of company tools

2007-2009 ***Green Room Lounge (256) 585-2599***

*1914 Jordan Lane NW Huntsville, AL 35816-1542*

* Responsibilities included keeping the environment in the building a safe one, providing a secure atmosphere for customers, handling disputes in a professional manner

2004-2007  ***Kenny Rogers Tree Service s (256) 878-1930***

*176 Sand Rock Lane Albertville, AL 35950-4037*

* Responsibilities included keeping all employees safe by following strict instructions, cutting down trees with precise measurement and skill, understanding the job in its entirety to provide the best outcome possible

2001-2007 ***Mitchell Grocery Corporation (256) 878-4211***

*550 Railroad Avenue Albertville, AL 35950-1485*

* Responsibilities included keeping the warehouse orderly and organized in my area, working a forklift in crowded areas, understanding work orders and delivery slips, taking instruction and applying it in a meaningful way

***SKILLS:***

* Basic knowledge in any aspect of construction
* Ability to diagnose and fix problems with machinery and other tools
* Knowledgeable with technology, mostly so with Microsoft Windows

***REFERENCES***

*References are available upon request.*