

Ray [Last Name]

[City, State] - [Phone Number] - [Email Address] - [LinkedIn or Portfolio (optional)]

General Labor & Customer Service Professional

Reliable and hardworking professional with 25+ years of experience in customer service, delivery driving, and general labor. Known for being punctual, dependable, and a fast learner. Recently earned an Associate's Degree in Information Technology and looking to apply both physical and technical skills in temporary or contract-based roles.

Core Skills

- Customer Service & Conflict Resolution
- Delivery Driving & Route Navigation
- Inventory Management & Stocking
- Light Maintenance & Manual Labor
- Cash Handling & POS Systems
- Basic Computer Setup & Troubleshooting
- Team Collaboration & Communication

Education

Associate of Science in Information Technology

Full Sail University - 2025

- Courses: Customer Support Fundamentals, Computer Hardware, Networking Basics
- Capstone: Built a basic small office network with workstations and printers

Work Experience

Delivery Driver

General Wholesale Beer Co. - 2016-2023

- Delivered alcoholic beverages to commercial clients on strict deadlines
- Used GPS and routing apps for efficient delivery scheduling
- Handled cash/card transactions and maintained accurate logs
- Ensured courteous and safe delivery practices in fast-paced environments

Operating Room Assistant

Ochsner Lafayette General Medical Center - 2020-2023

- Provided patient-facing support in a clinical environment
- Cleaned and sanitized operating rooms before and after procedures
- Restocked surgical kits and handled biohazard disposal

Freelance Labor & Tech Help

Self-Employed - 2023-2024

- Assisted clients with home setup, light moving, and tech troubleshooting
- Installed routers, home electronics, and provided basic IT support
- Ensured customer satisfaction through reliability and repeat service

Certifications & Training

- CompTIA IT Fundamentals (ITF+)
- OSHA 10-Hour General Industry (if applicable)

Availability

Available immediately for full-time, part-time, or temporary assignments. Flexible with hours, tasks, and locations.