

Steve Valdez

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PROFESSIONAL SUMMARY

Current Business student offering a strong work ethic to advance my knowledge in Finance and Real Estate combined with work experience in customer service. Consistently recognized for quick problem solving and keeping optimistic attitude in any situation. Determined and hardworking, ready to gain as much knowledge and experience as possible; often takes initiative; proficient in a computer skill.

RELEVANT SKILLS

- Microsoft Office
- Strong Work Ethic
- Microsoft Office Suite
- Bilingual in Spanish
- Problem Solver
- Multitasking
- Customer Service
- Leadership
- Critical Thinking

EDUCATION

Ivy Tech Community College Indianapolis, IN Anticipated Graduation May 2025

Associate of Applied Science in Business GPA: 4.0.

Relevant coursework: *Introduction to Business, Integrated MS Office Application, Introduction to Building Construction. Management, Survey & Measurement*

EXPERIENCE

Cheesecake Factory Indianapolis, IN August 2023 - Current
Server

- Delivered high quality service in a timely fashion.
- Resolve customer issues by utilizing active listening and problem-solving skills.
- Process payments and handled cash.

MSI Packaging Lebanon, IN May 2021 – Aug 2022
Forklift Operator and Inventory Clerk

- Loaded and unloaded packages and materials material from industrial trucks.
- Labeled and packaged merchandise for shipping and storage
- Examined and inspected stock items for wear and defect, reported any damage to supervisors

Olive Garden Carmel, IN June 2017 – June 2018
Host

- Inspect and serving areas to ensure cleanliness and proper setup.
- Answer telephone calls and respond to inquiries or transfer calls.

