

SAM KOLIAH JR

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Professional Summary

Highly self-motivated individual seeking a position within an auto mechanic home setting that will enable me to use my skills and technical abilities. Possesses qualities of leadership, teamwork with excellent communication and technical experience.

Skills

Microsoft Word, Excel, in Outlook email Strong verbal, Communication and writing skills
Work well in a fast-paced environment
Self motivated with a strong desire to learn new skills
Professional Appearance in demeanor
Reliable, flexible, dependable and hard-working
Excellent leadership skills with the ability to work independently when we quired

Experience

Mechanic ECA Enterprise – Roslindale , Ma Assisting to rebuild engines Changing car fluids Alignments	03/2016 to 10/2017
Diet aid/ Wait staff Susan S Bailis Assisted Living – Boston, MA Assisted with managment of resident menu Assisted residents with placing orders Maintained a clean dinning room/host	01/2014 to 02/2016
Shipping/recieving worker New breed production Company – Coatesville, PA Customer Service Specialist Greeting customers Maintaining a clean and safe work environment	02/2010 to 12/2013
Receptionist Loving Quality Care – Tempe, AZ Customer service specialist Greeted customers at the front desk	01/2006 to 01/2010

Provided administrative support

Maintain client files and records

Answered phones, filing, and performed many administrative duties at the front desk

Security guard

01/2004 to 12/2005

Safe management security – Providence, RI

Remain alert and watch for ab normal activities

Maintain and verified proper authorization forms

Maintain civilians of property

Maintain a safe environment for customers

Remain visible as a deterrent to criminals

Education

Associate of Science:

Sep 2016

Roxbury Community College - Roxbury Crossing, MA

Jan 2014

TCC Technical Insitute -

High School Diploma:

Jun 2005

Mount Pleasant high school - Providence, RI