

DIMAS RIVERA

4213 N Reese Street · 267-586-0260
Dimas.rivera13@yahoo.com · Dimas Rivera

My overall goal is to Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of your company.

EXPERIENCE

October 2020-Present

Client Services Associate at Staffing Alternatives

- Ensure to provide optimum customer service always
- Execute employee's orientation program complying with established customer's policies
- Monitor and respond to all personnel issues as well as concerns quickly plus effectively
- Ensure to counsel all employees effectively to accomplish productivity as well as quality goals
- Ensure to anticipate all needs of customer
- Monitor performance of On-Site Staffing Specialist as necessary
- Ensure to recruit, screen, hire, and assign employees
- Ensure to operate within company policy, exercise discretion as well as judge independently to make decisions
- Responsible for own Job postings and recruiting for positions open to clients
- Responsible for taking reports of any accident/incident reports that occur at clients premises and dispatch to clinic if required
- Give orientation, tour of the warehouse and meet supervisor
- Assist all employees with any questions that they might have with their pay check

July 2020 – August 2020

Office coordinator, Chaes Food LLC

- Selling products through phone and in person to day to day clients.
- Collected data of each purchase and recorded in a computer.
- Made inventory of every item available in storage.
- Submitted invoices of every purchase made at the company.

Octobers 2017 – July 2020

Commercial Corridor Manager, Esperanza INC.

- Assisted Small Businesses with different programs and loans provided by the City.
- Kept record of each business on Corridor including Address & phone number in database
- Technical assistance, such as installing cameras through city programs for businesses.
- Worked with Commerce to write up grants for our department.
- Coordinated events such as, night markets, ribbon cuttings, street closers and holiday event.
- Wrote stories of businesses and added them on the local newspaper.
- Managed and overlooked a cleaning crew that oversaw keeping the streets clean.

January 2016 -February 2017

Telemarketing, Esperanza INC.

- Performed clerical and administrative duties such as taking messages & transferring calls.
- Maintained and recorded customer information in database and made appointments.
- Provided Timely, courteous, and knowledgeable responses to information request.

EDUCATION

August 2015 –2017 Graduated
Associates In business Administration, Eastern University.

October 2018 – Present
Bachelor's in business administration, Eastern University.

SKILLS

- Problem solving, creative Microsoft Office, great communications skills, teamwork, bilingual (Spanish/English), responsible, data analyzing, customer services skills, leadership skills, adaptability skills, conflict resolutions skills, public speaking skills.