

Richard L. Rivera

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OBJECTIVE

Seeking an entry-level HVAC apprenticeship with a goal of becoming a union service technician for a respected HVAC company. I enjoy troubleshooting and solving problems, learning by doing, and figuring out how technology works.

SKILLS

- Skilled with hand tools
- Mechanical aptitude
- Reliable and punctual
- Accustomed to physical labor
- Courteous and customer service oriented

WORK EXPERIENCE

Home Supply World, Queens, NY — *Material Handler/ Forklift Operator*

JANUARY 2018 - PRESENT

Responsible for distribution of product by pulling orders from inventory; delivering production materials and supplies; staging finished product.

- Proficient on standup, ride on forklift, and pallet jack
- Move and stack heavy loads
- Wrap, stage and prep WIP
- Document pickup history
- Maintain and repair material-handling equipment
- Work in appropriate clothing, steel-toed boots and protective gear.
- Trained in OSHA safety procedures.

Home Supply World, Queens, NY — *Warehouse Associate*

JUNE 2016 - JANUARY 2018

Responsible for managing inventory, moving stock, and preparing shipments.

- Use computerized inventory management system
- Track and maintain inventory on and off the sales floor
- Receive, unpack, and inspect merchandise
- Pull and prepare products for shipment

LICENSE & CERTIFICATIONS

Valid New York State Driver's License

OSHA Construction and Health, 30 hour certification, 2018.

LANGUAGES

English, Spanish

EDUCATION

St. Eligius High School,
Queens, NY — *High School Diploma*

June 2016

General course studies, marching band, varsity baseball.

