

Caesar Rubio

[CAESAR RUBIO'S RESUME]

Address: 2022 N. Nevada St. Apt # 1120 Chandler, AZ 85225

Cell #: (480)-619-2820

Email: Caesar.E.Rubio@gmail.com <<< PREFERRED METHOD

Portfolio Site: www.caesarrubio.com

Position(s) of Interest

Seeking an opportunity within the Banking Industry. I have been within the industry for about 10 years. I have worked in various positions involving mail, multiple payable/receivable accounts and collections. I have also held a Customer Service role for a little over 2 years. Any positions relevant to these as well as those that allow me to be independent and creative will be highly enjoyable and rewarding.

Education

College (Higher Education): [University of Advancing Technology](#)

Description: Bachelor of Arts in Game Design

Personal Skills

Excellent Computer Skills	Customer Service	Adobe Illustrator	Adobe Photoshop	Adobe Flash	Adobe Dreamweaver	Producer Experience
Strong Attention To Detail	Microsoft Outlook	Microsoft PowerPoint	Microsoft Word	Microsoft Excel	Design and Layout	Director Experience
Strong Organizational Skills	Strong Written Skills	HTML and CSS	WordPress Management	Creative and Fast Thinker	Project Management Experience	Team Leadership & Management Experience

Work History

Job:	Just Send It, Inc. (from July of 2014 to Current)
Description:	<i>Sales & Marketing Representative, Graphic Designer & Other Duties:</i> I travel from business to business informing potential customers of the company's printing services. I perform various graphic design tasks such as creating business cards, flyers, images for t-shirts and various other apparel and advertising material. I create and prepare invoices, email clients and potential customers of the company's latest updates and sales events. I develop marketing strategies in an effort to acquire clients.
Job:	Wells Fargo (from 2004 thru July of 2013)
Description:	<i>Operations Clerk 1, Ops Clerk 2, Ops Processor 1 and 2:</i> Responsible for sorting, receiving, shipping and overall handling of incoming and outgoing mail. Responsible for archiving, categorizing and overall managing of incoming confidential materials. Responsible for various customers' accounts and handled varying issues. Wells Fargo Award: "On the Spot Recognition Reward" Worked diligently above the performance of my peers.
Job:	Popeye's Chicken & Biscuits (from 2003 thru 2004) Fazol's Italian Restaurant (from 2002 thru 2003)
Description:	<i>Customer Service Rep/Cashier/Food Clerk/Server:</i> Handling customer's orders and maintaining an overall pleasant experience.

References

<u>Name</u>	<u>Relationship</u>	<u>Phone Number</u>	<u>Company / Title</u>	<u>Email Address</u>
Alicia Hills	Co-Worker	(480)-437-6528	Wells Fargo / Analyst	Alicia.M.Hills@wellsfargo.com
Travis Forgeon	Friend	(208)-720-9040	TEKsystems / Network Engineer	Cheesecakestudent@gmail.com
Sam Sanders	Friend	(954)-552-1031	Big Fish Games / Customer Rep.	Samuel.M.Sanders@gmail.com