

Tavares Ortiz

Entry-Level Construction

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Boston, MA

[LinkedIn](#)

Excited about the possibility of utilizing my equipment knowledge, safety skills, and strategic financial skills as a construction worker. I've used these skills to help develop a local restaurant and now am seeking to apply them to a construction business like Boston Builds.

WORK EXPERIENCE

Tolecia - Server

2019 - current

Boston, MA

- Used power tools and related equipment to perform routine maintenance on the building and in the kitchen, saving \$600+ per month in labor
- Maintained robust knowledge of 26 menu items, including ingredients to ensure dietary restrictions were met, and aided customer menu selection to meet nutritional needs
- Exceeded weekly sales targets by 11% by suggesting appetizers, drinks, and entrees with high-profit margins, while basing suggestions on customer tastes
- Coached new servers to improve the customer experience through personalized suggestions of high-margin dishes, leading to a sales increase of 16% and 11+ positive Yelp reviews
- Collaborated with all staff, helping bartenders, runners, and bussers, fostering a team-oriented environment, and reducing staff turnover rate by 27%
- Provided thoughtful customer service while working to ensure 0 reservations waited for over 6 minutes for seating
- Memorized menu specials, including country of origin for dishes, region of origin for ingredients, seasonality of ingredients, and cooking preparation to assist guests

Pet Supply - Retail Associate

2017 - 2019

Boston, MA

- Restructured membership cancellation process, detailing membership features and reducing cancellation rates by 6%
- Promoted the customer rewards program by explaining benefits and discounts, resulting in a 12% increase in customer sign-ups and a 6% increase in repeat customer visits
- Recognized as an Employee of the Month 3 times for superior customer survey responses

EDUCATION

Fenway High School - High school diploma

2013 - 2017

Boston, MA

SKILLS

Commercial Construction; Restoration; Equipment Maintenance; Tiling; Reliable; Power Tools

Sample Entry Level Worker Basic Skills Test

Margaret B. Cozzens



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Table of Contents Sample Entry Level Worker Basic Skills Test

1. Understanding the eBook Sample Entry Level Worker Basic Skills Test
 - The Rise of Digital Reading Sample Entry Level Worker Basic Skills Test
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Entry Level Worker Basic Skills Test
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sample Entry Level Worker Basic Skills Test
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Entry Level Worker Basic Skills Test
 - Personalized Recommendations
 - Sample Entry Level Worker Basic Skills Test User Reviews and Ratings
 - Sample Entry Level Worker Basic Skills Test and Bestseller Lists
5. Accessing Sample Entry Level Worker Basic Skills Test Free and Paid eBooks
 - Sample Entry Level Worker Basic Skills Test Public Domain eBooks
 - Sample Entry Level Worker Basic Skills Test eBook Subscription Services
 - Sample Entry Level Worker Basic Skills Test Budget-Friendly Options

6. Navigating Sample Entry Level Worker Basic Skills Test eBook Formats
 - ePub, PDF, MOBI, and More
 - Sample Entry Level Worker Basic Skills Test Compatibility with Devices
 - Sample Entry Level Worker Basic Skills Test Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Entry Level Worker Basic Skills Test
 - Highlighting and Note-Taking Sample Entry Level Worker Basic Skills Test
 - Interactive Elements Sample Entry Level Worker Basic Skills Test
8. Staying Engaged with Sample Entry Level Worker Basic Skills Test
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Entry Level Worker Basic Skills Test
9. Balancing eBooks and Physical Books Sample Entry Level Worker Basic Skills Test
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Entry Level Worker Basic Skills Test
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Sample Entry Level Worker Basic Skills Test
 - Setting Reading Goals Sample Entry Level Worker Basic Skills Test
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Sample Entry Level Worker Basic Skills Test
 - Fact-Checking eBook Content of Sample Entry Level Worker Basic Skills Test
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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