

# ELIJAH E. LORENZO CASTRO

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Aguada PR ♦ 787-956-4535 ♦ elijah.lorenzocastro@gmail.com

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## PROFESSIONAL SUMMARY

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Personable and adaptable, well-qualified for contributing effectively in collaborative environment. Equipped with foundational knowledge in customer service and strong communication skills. Capable of quickly learning and applying new skills to create positive impact.

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## SKILLS

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- Bilingual (English & Spanish)
- Inventory restocking
- Customer service
- Strong teamwork
- Customer relations skills
- Materials restocking
- Time management
- Microsoft Products
- Google Products
- Fast worker
- Cleaning and organization
- Supply replenishment
- Multitasking Abilities
- Excellent communication

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## WORK HISTORY

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**Staff Member**, 01/2022 - 01/2023

**Regal Entertainment Group** – Austin, Tx

- Performed weekly cleaning of three auditoriums and common areas, ensuring a safe and welcoming environment for over 500 visitors
- Communicated with customers to effectively fulfill their needs
- Restocked and organized inventory to meet fluctuating customer demand

**Volunteer**, 09/2021 - 05/2022

**CitySquare** – Dallas, Tx

- Assisted over 100 customers daily, ensuring timely resolution of their inquiries and needs
- Managed inventory by restocking food and supplies for a team of 15, ensuring seamless operations during peak hours
- Sanitized workspaces to improve safety and boost team productivity
- Maintained clean, neat, and operational facilities to serve program needs.

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## EDUCATION

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**Aeronautical Mechanic**

**Pre – Apprenticeship**

996 contact hours

**Highschool diploma**: 05/2022

**Judge Barefoot Sanders Law Magnet** - Dallas, Tx