

AILEEN DIAZ FLORES

CONTACT



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ACCOMPLISHMENTS

- Graduated High School in the top 10% of the class with a GPA of 3.85
- Received full honor award for academic achievement
- Received State Degree per FFA
- Graduated as a Medical Assistant.

SKILLS

- Team Leadership and Teamwork
- Surveillance
- Combat Training
- Leadership
- Scheduling
- Staff Management
- Team Building

CERTIFICATIONS

- Basic Life Support Certification
- Food handlers Licence

LANGUAGES

Driven student leveraging studies in Criminology/Forensic Science seeks real-world experience as an officer or deputy. Offers strong interpersonal and task prioritization skills. Leader with great and detail-oriented observation skills.

WORK HISTORY

November 2020 to February 2021

Security Forces Member *United States Air Force, USAF*, San Antonio, TX

- Led, managed and performed force protection duties to protect personnel and resources.
- Patrolled grounds to monitor status and safety of premises.
- Reviewed log records to obtain pertinent information relevant to shift.
- Executed decisions and actions based on previous experience and good judgment, sometimes revising procedures to accommodate unusual situations.
- Assigned tasks to team members based on individual strengths and promoted teamwork-driven environment to meet goals.

July 2020 to November 2020

Fulfillment Expert *Target*, Bakersfield, CA

- Reviewed daily queue report to confirm all orders were processed within shipping system as scheduled.
- Prepared and organized envelopes, packages, containers and pallets with correct merchandise counts. Packaged over 265 orders per hour to help teams efficiency.
- Picked and packed order items.
- Volunteered to assist Team Lead with projects, demonstrating willingness to learn new tasks and increase skill levels.

October 2018 to February 2019

Server *Don Pepe Mexican Restaurant*, Shafter, CA

- Replenished food items, paper products and canned goods

Spanish
English

to keep pantry well-stocked during busy periods. Cleaned restaurant 4 times over shift to give clients excellent service.

- Arranged and prepared tables for customers to offer memorable experiences to guests and foster repeat business. Increased clientele by becoming familiar with menu and improving service.
- Checked identification for minimum age for sale of alcoholic beverages.

June 2018 to February 2019

Host *Tonys Firehouse*, Shafter, CA

- Assigned patrons to tables suitable for needs and restaurant section rotation.
- Took reservations and to-go orders by phone, answered customer questions and informed of accurate wait times.
- Kept detailed payment records throughout shift to complete cash and card payments.
- Took reservations by phone and walk-in, keeping scheduling demands and kitchen output in time to avoid overbooking.

EDUCATION

May 2020

High School Diploma

Shafter High School, Shafter, CA