

# Ruben Velasquez

## **Able to learn and complete any task**

San Antonio, TX 78249

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## Professional Summary

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To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my work experience and education.

Authorized to work in the US for any employer

## Work Experience

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### **GSE Mechanic**

Daifuku, elite Line Serv.-San Antonio, TX

May 2022 to Present

- Performs maintenance and repair of ground support equipment and facilities.
- Executes complex maintenance assignments involving but not limited to automotive, electrical, systems and other related trade skill sets
- Reads and interprets repair manuals, basic electrical and hydraulic schematics and supervisor/manager's instructions.
- Works in tight and/or high spaces utilizing appropriate PPE and fall protection equipment.
- Follows and complies with all company and federally established policies and procedures
- Utilizes a computer to perform a variety of communications, training and administrative processes.
- Completes forms connected with work assignments according to established procedures

### **GSE Mechanic**

VT SAA-San Antonio, TX

July 2021 to Present

Perform preventative maintenance on ground service equipment.  
Remove and replace parts on all types of aircraft ground service equipment.  
Drive fuel truck and fuel up ground service equipment.

### **Youth Care Worker**

Asset Protection and Security-San Antonio, TX

April 2021 to June 2021

Assisted in providing care and safety to youth immigrants.

### **Instructional Aide Special Education**

NISD - Northside Independent School District-San Antonio, TX

September 2018 to September 2020

Assist In transitioning special need non verbal adults out of high school Into functioning employees or to pursue higher education in some cases.

## **Trash Collector**

Valet Living-San Antonio, TX  
February 2018 to November 2018

Valet trash pickup at assigned apartment complex.

## **Sales Associate**

Home Depot-San Antonio, TX  
January 2018 to September 2018

associate in lumber and building supplies departments

Down stack merchandise keep department clean and safe,

Use forklift and reach truck to put up and bring down large loads of wood and concrete from over stock daily. Use forklift, reach truck and pallet jacks to move merchandise.

Use caution and follow all safety guidelines always while using cutting saws and other large equipment.

## **Product Selector**

Silver Eagle Distributors-San Antonio, TX  
July 2017 to January 2018

San Antonio, TX  
07/2017 - 01/2018

Use electric riding pallet jack and forklift to put orders together.

Use wrist scanner to scan SKU codes for orders.

Hand stack scanned items on pallets to complete orders.

Use wrap machine to wrap pallets.

Help maintain clean, safe working environment always.

## **Customer Service Representative**

SWBC-San Antonio, TX  
October 2015 to August 2016

Service inbound calls from borrowers or insurance agents with the purpose of verifying sufficient insurance coverage for different financial institutions on auto and mortgage loans.

Accurately disburse homeowner insurance premium payments from borrower's escrow accounts.

## **Aircraft Mechanic**

ST Aerospace-San Antonio, TX  
August 2011 to October 2015

Perform scheduled maintenance on UPS and Delta aircraft.

Use heavy equipment such as tug, scissor lift, and manlift.

Use flammable and hazardous chemicals.

Inspect, clean, and replace parts as needed as per Aircraft Maintenance Manuals. While following safety guidelines.

## **Senior Mortgage Data Processor / CSR**

SWBC-San Antonio, TX  
September 2005 to August 2011

Enter insurance information on AS400 data entry system.

Made outbound calls to insurance agents to verify insurance coverage and obtain escrow payment information.

Submitted payments on escrow loans.

Assisted supervisor by distributing workload to team members and keep track of daily team productivity. Assisted team members with difficult situations, trained coworkers on specialty accounts, and helped improve team morale with new and creative ideas.

## Education

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### **A&P Aircraft Mechanic in Aerospace**

Hallmark College of Aeronautics - San Antonio, TX

2012 to 2013

### **Associates of Arts in Business Administration**

Laredo community College - Laredo, TX

August 1992 to May 1994

### **Diploma**

United High School - San Antonio, TX

May 1992

## Skills

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- Heavy equipment operation (5 years)
- Transmissions (5 years)
- Teaching
- Classroom management
- Cash handling (10+ years)
- Mechanic experience (5 years)
- Microsoft Word (10+ years)
- Equipment repair (5 years)
- Report writing
- Writing skills
- Teaching
- Automotive repair (5 years)
- Automotive diagnostics (5 years)
- Vehicle maintenance (5 years)
- Leadership
- Windows (10+ years)
- Cold calling
- Microsoft Powerpoint (10+ years)
- Generator repair
- Microsoft Outlook (10+ years)
- Tutoring (2 years)
- Pallet jack
- Stocking

- Reach truck (5 years)
- Special education (3 years)
- Organizational skills (10+ years)
- Mechanical knowledge
- Records management (5 years)
- Forklift (5 years)
- Maintenance (5 years)
- Math
- Analysis skills
- Microsoft Excel (10+ years)
- Research & development
- Sales
- Schematics (5 years)
- Customer support (10+ years)
- Cashiering (10+ years)
- Microsoft Office (10+ years)
- Administrative experience
- Customer service (10+ years)
- Automotive repair (5 years)
- Valet parking
- Typing (10+ years)
- Autism experience (3 years)
- Bilingual (10+ years)
- Insurance verification
- Surveillance
- Driving (5 years)
- CPR
- Power tools (5 years)
- Research
- Hydraulics (5 years)
- Hand tools (5 years)
- Security
- Equipment repair
- AS400 (5 years)
- Escrow (5 years)
- Aircraft maintenance
- Developmental disabilities experience
- Spanish
- Food preparation
- Data entry (5 years)

- Communication skills
- Microsoft Word
- Order picking
- Experience working with students (3 years)
- Fraud prevention and detection
- Classroom management

## Certifications and Licenses

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### **Forklift Certification**

October 2023 to Present

### **Forklift Certification**

### **Driver's License**

### **Forklift Certification**

### **Driver's License**

### **First Aid CPR AED**

### **First Aid CPR AED**

### **Forklift Certification**

### **Driver's License**

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**Forklift Certification**  
**First Aid CPR AED**  
**Private Investigator License**  
**Driver's License**

#### Additional Information

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Skills

20+ years customer service (includes inbound and outbound calls)

20+ years' Microsoft Word, Excel, Power Point, and Outlook

5 years' Records Management / Tax office / Mailroom

5 years' Collateral Protection Insurance (CPI - Auto) and Lender Placed Insurance (LPI - Mortgage)

5 years' Aircraft Maintenance (Hand and Power tools)

7 years' Heavy equipment (Man Lifts, Scissor lift, Pallet jack, Forklift, reach truck)