

**Amador Loera**  
245 55TH ST  
San Diego, CA 92114  
(619)-674-7564  
Loera.amador5@gmail.com

**Summary:**

Office Management	Report & Document Preparation	Secret Clearance
Teambuilding & Supervision	Driving 2–5-ton Truck	Fuel Consumption
Policies & Procedures	Problem Solving.	Tracking Fuel
Petroleum Supplies	Customer service skills	Transporting Fuel
Testing Petroleum	Fluent in Spanish	Computer skills
		Communications

**EDUCATION:**

San Diego City College, San Diego, CA	2013-2014
Lincoln High School	2009-2013

**Technical:**

- **WordPress terminology and platform familiarity/comfortability including:**
- **Choosing themes and setting up child themes**
- **Choosing templates**
- **Block editing**
- **Full-site editing**
- **Using custom HTML**
- **Using custom CSS**
- **Exposure to various plugins to manage aspects of a site such as security, email, child themes, and seo**
- **Significant experience with the WordPress Block Editor**
- **Some exposure to and limited experience with Elementor**
- **Basic UI/UX analysis and design according to the requirements of a client**
- **Basic knowledge of agile and waterfall**

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- **Completed a 4-page WordPress website built from blank pages and styled to match an existing site**

#### **Business Skills:**

- **Business Communications:**
- **Understanding your Audiences**
- **Choosing the Proper Channel**
- **Using Social Settings**
- **Passive Vs. Aggressive Communication**
- **Delivering the Pitch**

#### **Certifications: Hazardous Transportation**

#### **EMPLOYMENT HISTORY**

**Army** September 2015 to Current

Petroleum Specialist

- Successfully produce fuel testing.
- Received and Track fuel consumption.
- Ability to process request, identify problems and provide solutions as a team leader.
- Knowledge of all my duties and policies to Maintaining provide the best leadership.
- Certified to carry and transport Hazardous Materials.
- Managed and supervised to meet Environmental standards in compliance with Washington State regulations.

**KFC** April 2013 to September 2015

Team Leader

- Provide positive customer service attitude to customers and co-workers.
- Processed cash.
- Cook.