

Andy Morales

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Summary of skills

Knowledge of plumbing equipment like sewer augers, power tools, jackhammers, pipe threading/locators, arc welders, acetylene/cutting torches and various plumbing-related tools. Familiar with the practices, procedures, techniques and methods of plumbing systems. Ability to work cooperatively in a team environment. Attention to detail with excellent troubleshooting skills. Customer service.

Education

QBI, The Training Institute, Inc.

9/2011

Certified plumber's helper-The ability to maintain and repair hot and cold water supplies, and sanitation and waste disposal system in domestic, industrial and commercial premises. Also work with oil, gas and solid fuel appliances, central heating systems, and the National plumbing code. OSHA Certification.

Experience

Foot Action USA, Hialeah, FL 33010

Store Manager

04/00 - 07/04

- Knowledge about financial administration of the retail sales and service processes.
- Administration of high volume retail processes.
- Involves merchandising supervision, asset management, client service and maintenance.
- Skill in the direction and development of each individual and team personnel.
- Responsible for schedule, training as well as motivation of team personnel.
- Tried to maximize the sales by maintaining inventory.
- Done a satisfactory delivery for other companies.
- Also work as seller and sell merchandise to the public.
- Responsible for other duties such as receiving the goods, stocktaking
- Inventory control and cataloging.
- Handle schedule and directly control all client services, display merchandising, maintenance and worker training.
- It includes manage cash flow and expenditures, protection of corporate assets, internal audit and seasonal budget establishment.

Best Ford, Jamaica, NY 11432

Finance Department Clerk

06/05 – 06/06

- Support the finance manager in their daily functions of managing the finance department of the organization
- Prepare and maintain several accounting books and statements for each department and organization as a whole
- Assist the finance manager in decisions making functions related to customers credit score.
- Verify the several financial contracts and support documents such as vouchers, receipts, bills, and invoices and check all for accuracy.

New York State Department of Labor, Malone County, NY

Maintenance Staff

05/08-9/2010

- Cleaned, buffed and swept floors
- Provided daily cleaning for departmental offices
- Maintained cleanliness of restrooms, gymnasium and windows
- Assisted with painting which included the creation of a mural
- Prepared and served food in the cafeteria
- Served as recreational aide
- Responsible for inventory in cafeteria and laundry room

