

# JOSE LEVARIO

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(940) 782-9855 • jose.l.levario@gmail.com

## **RELEVANT QUALIFICATIONS**

- Bilingual (Spanish & English)
- Outgoing and enthusiastic personality
- Excellent verbal and written communication
- Well-versed in active listening skills and asking calibrated questions
- Motivated by finding solutions and accomplishing goals
- Skilled with technology
- Efficient in time management and Organizational Skills
- Skillfully anticipate the needs of the company and customers
- Resourceful and Self-starter
- Effective multitasker and thrive in fast-paced work environments
- Proficient in addressing and resolving customer inquiries and complaint

## **EDUCATION**

University of North Texas, Denton, TX  
**Business and Marketing**

Vernon College, Vernon, TX  
**Liberal Arts**

Vernon High School, Vernon, TX  
**High School Diploma**

## **PROFESSIONAL EXPERIENCE**

### **Customer Service /Administrative Duties**

- Manage the day-to-day operations of People on Vacation, LLC
- Designed and carried out a successful business plan
- Manage budget and finances accurately
- Provide exemplary customer service for over 30 years
- Oversee the hiring, management and collaboration with contracted employees
- Respond to customers inquiries in a timely and accurate manner
- Answer questions, handle complaints, resolve issues, and process orders
- Manage administrative responsibilities utilizing Microsoft Office, Outlook, G-Suites, and a variety of programs

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## **Project Management / Leadership**

- Possess strong leadership skills and utilize a proactive approach
- Managed and lead several teams of over 20 employees at a time
- Maintained accurate data analysis, analyzed financial information such as budgets, expenditures, and return-on-investment.
- Inspected, examined, and test installed equipment with accuracy and precision
- Strong ability to learn quickly and adapt in times of change and attention to detail
- Saved thousands of dollars to numerous companies by completing projects before projected date

## **WORK HISTORY**

|   |                    |
|---|--------------------|
| <b>Owner and Operator</b><br>People on Vacation, LLC                    | 07/2019 to Present |
| <b>Operator</b><br>IACX Roswell, Roswell, NM                            | 01/2017 to 12/2019 |
| <b>Pipefitter</b><br>Kenewick, Wichita, Kansas                          | 10/2016 to 10/2017 |
| <b>General Foreman</b><br>8760 Service Group, Sedalia, MO               | 06/2015 to 09/2016 |
| <b>General Foreman</b><br>Mechanical Construction Service, Newark, AR   | 01/2007 to 05/2015 |
| <b>Customer Service Advisor</b><br>Superpages.com from                  | 01/2006 to 01/2007 |
| <b>Insulation/Scaffold</b><br>Regional Service Organization, Vernon, TX | 01/2005 to 01/2006 |
| <b>Petroleum Specialist</b><br>Kellogg, Brown, & Root, Balad, Iraq      | 09/2004 to 01/2005 |
| <b>Petroleum Supply Specialist</b><br>U.S. Army, USA                    | 07/1999 to 07/2003 |

## **PROFESSIONAL ACCOMPLISHMENTS**

- Received the Army Commendation Medal for exceptionally meritorious service as an aircraft refueling specialist for missions' accomplishments in South Korea.
- Co-led a team of four to inventory, issued and delivered unit supplies and equipment.