

Esteban A. Ortuno

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OBJECTIVE

To obtain a challenging internship that offers growth and advancement in the field of Civil Engineering.

EDUCATION

California State Polytechnic University, Pomona 5/2021

Bachelor of Science in Civil Engineering

GPA: 3.77

Orange Coast College, Costa Mesa, CA 5/2019

Associates of Science: Engineering

GPA:3.4

EXPERIENCE

Shift Manager, George's Mexican Food, Huntington Beach, Ca 7/2012- Present

- Facilitated an influx of new customers for our catering services.
- Resolved customer conflict and provided training to new employees.
- Supervised a team of 10 employees on a regular basis.

In Room Dinning, Bar-Back, Busser, Pacific Hideaway, Huntington Beach, Ca 4/2019-9/2019

- Assisted waiting staff, bartenders and front desk as to provide highest quality experience for customers.
- Developed an improved process of room delivery.

Floor Coordinator, Wealth Management Litigation Group, Orange, Ca 6/2015-8/2015

- Ensured employees had workflow and tasks at hand prepared for day-to-day operations.
- Reported to IT and Accounting that all workflow was completed.

SPECIAL SKILLS

- Proficient use of Microsoft Word, PowerPoint, and Excel.
- Understanding of MicroStation and AutoCAD.
- Exceptional communication skills gained through work experience and class presentations.