
CARLOS MENDIETA

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EDUCATION**Miami Dade College, Miami Florida**

Associates in Arts 06/2017

South Miami High School, South Miami, Florida

High School Diploma 06/2011
(Gifted Program/Dual Enrollment)

WORK EXPERIENCE

Independent Electric Power Systems Incorporated, Doral Florida 6/2011 – 8/2018

Technician

- Maintain company records and file, ordered supplies/equipment .
- Manage daily sales transactions and financial data into QuickBooks
- Assist mechanics on diagnosing and troubleshooting malfunctioning systems
- Sell equipment and parts
- Accountable for export services to clients by ensuring merchandise was properly packaged delivered to customer destination
- Operate a forklift

Miami Dade College, Miami Florida 6/2017 – 8/2017

Peer-Led Team Leader

- Peer-Led team leader for CHM1046 General and Qualitative Chemistry II
 - Facilitate discussions in small group setting of 5 students
 - Promote collaborative learning among peers by creating engagement activities and modules to encourage students to solve problems as a team
 - Responsible for curriculum content by meeting with faculty on weekly basis to discuss course material being covered in class, review problems to focus on in the engagement activity and module, provide feedback on student's progress and challenges
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CORE COMPETENCIES

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| * Team Leadership | * Organizational Skills | * Highly Motivated/Self Starter |
| * Budget Management | * Bilingual English/Spanish | * Proficient Computer Skills |
| * Strong Collaborator | * Effective Communicator | * Sound Time Management Skills |
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