

DAVID CHEN

(503) 516-8038

chen.davidzhu@gmail.com

SKILLS & ABILITIES

- Proficient in Microsoft Office Word, Excel, PowerPoint
- English Fluency, Chinese Conversational Proficiency
- Operating Stand/Siting Forklifts
- Problem Solving
- Customer-focused
- Product Stocking
- Computer Language: C++, C
- Time management
- Adaptability and Flexibility
- Organization
- Inventory management
- Service-oriented team player

EDUCATION

Oregon State University – Corvallis, OR

June 2015 – Ongoing

Current GPA of 3.04. Course that I have taken/am currently taking includes Electronics I and II, Intro to Computer Networks, Electronic Materials and Devices, Data Structures, Multivariable Calculus, Computer Organization and assembly Language, Signals and Systems, Intro to Probability and Random Signals, Engineering Econ and Project Management, and Engineering Design Project (Senior Design).

Clackamas High – Clackamas, OR

Class of 2015

- Graduated with Honors.

EXPERIENCE

Personal Grocery Shopper, Instacart

January 2021 – Present

Portland, OR

- Collaborated with grocery stores to ensure the delivery of efficient, high-quality service.
- Consistently received positive feedback from guests on performance reviews.
- Completed on-time deliveries to home and places of business within established time frames by choosing the best and most efficient routes.
- Politely assisted customers via Instacart messaging.
- Assisted customers with food selection, inquiries and order customization requests.
- Present customers with receipts for delivered items.
- Resolve customer complaints and adjusted orders.
- Work flexible schedules to accommodate changing customer.
- Serve customers in a prompt, courteous and friendly manner.

Materials Handler, Western Star Manufacturing Plant

June – September 2019

Portland, OR

- Sorting and restocking product and material.

- Delivering materials and product to the assembly line
- Communicated and collaborated with a close team in order to keep the line moving at its standard pace.
- Operating lifting machinery.
- Loading material and product from the warehouse into trucks to be delivered to the assembly plant.
- Unloading material and product from the warehouse to be sent to the assembly line.

Direct Support Personnel, Personalized Independence

May – June 2018

Corvallis, OR

- Supervised and supported clients during their activities.
- Followed instructions for proper administration of medication at designated times.
- Maintained a clean environment for the clients.
- Encouraged clients to be independent.