Steven Michael Rivera
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OBJECTIVE	To succeed with a company that will offer me the chance to exercise my skills in organization and training.

SKILLS PROFILE

- Highly developed organizational skills.
- Experience in training and teaching new and current employees.
- Proven record of being detail oriented.
- Experience in supervisory positions.
- Good background in customer service.

EMPLOYMENT HISTORY

Carrier Technician, US Postal Service   June 1991-Present
Van Nuys, CA

- Serve as an On-the-Job-Instructor for new hires.
- Serve as a Driver-Instructor-Examiner for new hires and other employees that are deemed in need of extensive drivers training.
- Proven record of dependability and safety.

Advertising Coordinator, Oxnard Press Courier   April 1989-May 1991
Oxnard, CA

- Received and placed classified ads from customers in newspaper.
- Handled pagination and designs of ads, including extensive proofreading.
- Cold call potential customers to sell advertising space.

Advertising Coordinator, Hispanic Business   January 1988-April 1989
Magazine, Inc.
Santa Barbara, CA

- Liaison between advertising agencies and printing staff.
- In charge of getting ads to the printer in a timely manner to insure placement in magazine.

19E Armor Crewman, US Army   September 1984-September 1987
Erlangen, Germany

- Responsible for daily maintenance and upkeep of M60A3 tank.
- Earned Army Commendation Medals for achievements during field exercises.
- Earned Army Achievement Medals and Good Conduct Medal during my enlistment.

ACTIVITIES

Adoptive Parent

- 2 Children, 2006

Membership Coordinator, Great OutdoorsLA

- Los Angeles, CA

Consultant, Tupperware, Inc.

- Los Angeles, CA

EDUCATION

Pierce College, Los Angeles, CA
AA in Liberal Arts & Science, 2004
Santa Ynez High School
1980 - 1984