

# RUBEN MELIKYAN

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## BUSINESS OWNER

### 🎯 OBJECTIVE

Hardworking employee with customer service, multi-tasking and time management abilities. Devoted to giving every customer a positive and memorable experience. Seeking entry-level opportunities to expand skills while facilitating company growth.

### ⚙️ SKILLS

Front-End Skills : HTML5 , CSS, Javascript  
Microsoft Office  
Budget Management  
Customer Service  
Team Building  
Flexible Schedule  
Friendly, Positive  
Website Design  
Version Control Systems : Git, Github  
Web and Application Servers (Basic)  
Database : MongoDB (Basic)  
Visual Studio Code Software  
Back-End and Database Skills (Basic)  
Responsive Web Design  
Video Editing  
Photography and Videography  
Organizational Development

### 🌐 LANGUAGES

Armenian | Native  
English | Intermediate

### 📁 EXPERIENCE

**Business Owner** 2020 – Present  
Rental Car – Winnetka, CA

- Own a variety of vehicles which I have listed on the Turo platform. When customers require a rental car, they can easily locate and book any car through Turo. Once the booking is confirmed, they can proceed to pick up the car after completing the necessary check-in procedures.
- In case of any accidents during the trip, I assist customers in checking out the car and guide them to continue working with Turo insurance.

**Business Owner** 2019 – Present  
Car Mart – Canoga Park, CA

- Purchasing vehicles through auctions.
- Prepare for the sale by doing some cosmetic work.
- To list cars on the marketplace and attract potential customers, it's important to capture high-quality pictures and videos of vehicles.
- Once I have located a customer, I facilitate the registration process through the DMV and provide them with the vehicle along with the necessary registration and license plates.
- When customers require financial assistance, I assist them in obtaining financing and securing contracts through the bank I am associated with.
- Count and report all sales to the California Department of Tax and Fee Administration each month.

**Manager** Jun 2019 – Jan 2020  
Allcarr INC – Sun Valley, CA

- Inspected vehicle repairs for quality control during the entire repair process and prior to customer delivery.
- Estimated automobile repair time accurately, scheduling jobs according to shop capacity.
- Wrote complete and accurate cost estimates for labor and parts.
- Built and maintained strong relationships with customers to encourage loyalty and obtain recommendations.
- Communicated effectively with insurance companies, documenting in detail each process of repair.
- Oversaw ordering of repair parts and tools for the shop to maintain adequate inventory levels.
- Schedule preventive and corrective maintenance on rental equipment.

**Delivery Driver** Jan 2018 – Present  
Amazon INC – Los Angeles

- Delivery Driver - 5 years of experience delivering packages and goods efficiently and on time.
- Familiarity with local routes and ability to navigate through busy traffic.
- Exceptional customer service skills and a proven record of positive customer feedback.
- Reliable and punctual with a strong attention to detail and a commitment to safety.

**Appraiser** Jan 2018 – Jan 2019  
Appraiser Mega – Encino, CA

- Documenting the condition of each vehicle by carefully photographing key features.
- Inspecting vehicles to assess current market value.
- Provide an estimate for the cost of repairing the vehicle.

### 🎓 EDUCATION

**Computer Science (Bachelor of Science)** 2024 – Present  
Southern New Hampshire University – New Hampshire, NH

**Software Development (Certificate)** 2022 – 2023  
California State University Long Beach – Long Beach, CA

**Associate degree Computer Science (Transfer)** 2021 – 2023  
Glendale Community College – Glendale, CA

**Automotive Damage Estimating (Certificate)** 2018 – 2019  
Prime Appraisal – Van-Nuys, CA