

Seth Caceres

☎ 818-213-4840 | ✉ sethpc8@gmail.com | 📍 Humble, TX

Objective

Motivated and adaptable professional with experience in customer service, sales, and office administration. Skilled at building relationships, managing tasks efficiently, and exceeding performance goals. Seeking a role where I can contribute strong communication and organizational abilities to team success.

Experience

Sales Representative (Door-to-Door Solar Sales)

Nsun Power – Newport Beach | 4-28-2025 – 9-1-2025

- Generated leads and educated homeowners on the benefits of solar energy.
- Conducted in-person consultations and delivered tailored presentations.
- Closed sales and consistently met or exceeded monthly targets.
- Built rapport with customers to establish trust and long-term satisfaction.

Server

Toasted Yolk – Humble, Tx | 1-1-2024 – 6-28-2024

- Delivered friendly and efficient service to guests in a fast-paced environment.
- Accurately took orders, processed payments, and ensured customer satisfaction.
- Maintained cleanliness and organization of dining and service areas.
- Supported teammates during peak hours to maximize efficiency.

Office Assistant

Huda Beauty – Humble, Tx | 7-10-2022 – 2-15-2025

- Assisted with daily office operations, including scheduling, filing, and data entry.
- Supported team members with administrative tasks to ensure smooth workflow.
- Provided excellent communication and customer service to staff and clients.
- Helped maintain an organized and professional office environment.

Education

Summer Creek High School – Houston, TX

High School Diploma, Class of 2023

Skills

- Sales & lead generation
- Customer service & communication
- Time management & multitasking
- Point of Sale (POS) systems
- Microsoft Office Suite (Word, Excel, Outlook)
- Team collaboration & support