**Name**

120 Walton Avenue, Apt 2B • Bronx, NY • 718.423.1111 • fln1111@stu.hostos.cuny.edu

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| **SKILLS****EXPERIENCE****EDUCATION****MAJOR COURSES** | * Intermediate skills in Microsoft Word, Excel, and PowerPoint
* Skilled at Internet research and navigation
* Strong customer service and time management skills
* Bilingual in English and Spanish

**Safety Inspector**UPS │ New York, NY │April 2015-Present* Supervise 65 employees to ensure company's safety guidelines
* Comply with OSHA safety standards
* Periodically conduct emergency evacuation drills
* Oversee safety procedures and hazardous materials
* Interview injured workers and retrain workers in non-compliance training
* Prepare and submit reports to supervisors and HR managers as required

**Sales Clerk**Kmart │ Bronx, NY │March 2013-March 2015 * Built rapport with customers by promptly addressing concerns
* Stocked shelves, counters and tables with merchandise
* Arranged displays and promotional items to advertise sales
* Stamped and tagged prices on merchandise
* Handled quarterly inventory preparation and count

**Sales Associate**Walmart │ Queens, NY │January 2010-December 2012* Answered customers’ questions related to cost and product information
* Efficiently processed customers’ payments via credit/debit cards, cash, and vouchers
* Arranged merchandise to highlight promotional items

**A.A. Degree: Criminal Justice**Hostos Community College/CUNY│ Bronx, NYExpected date of graduation: June 2016Law & Social Change, Criminal Law, Criminology, Issues in Law Enforcement, Introduction to Criminal Justice System |