**Name**

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| **SKILLS**  **EXPERIENCE**  **EDUCATION**  **MAJOR COURSES** | * Intermediate Microsoft Word, Excel, and PowerPoint skills * 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 item 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, NY  Expected date of graduation: June 2016  Law & Social Change, Criminal Law, Criminology, Issues in Law Enforcements, Introduction to Criminal Justice System |