**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 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, NYExpected date of graduation: June 2016Law & Social Change, Criminal Law, Criminology, Issues in Law Enforcements, Introduction to Criminal Justice System |