**Name**

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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, NY  Expected date of graduation: June 2016  Law & Social Change, Criminal Law, Criminology, Issues in Law Enforcement, Introduction to Criminal Justice System |