

CONTACT

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📍 835 Evans Avenue, Reno, Nevada 89512

PROFESSIONAL SUMMARY

Ambitious Leader with a devoted work ethic to take on new challenges. Currently enrolled at the University of Nevada, Reno studying business marketing. Born and raised in San Jose, California.

SKILLS

- Public speaking
- Assistant coach training
- Upselling and cross-selling
- Business development
- Shipping and receiving understanding
- Product education
- Customer service

EDUCATION

BACHELOR OF SCIENCE - BUSINESS MARKETING May 2022
University of Nevada, Reno, Reno, NV

ASSOCIATE OF SCIENCE - BUSINESS ADMINISTRATIVE May 2019
West valley College, San Jose, CA

EXPERIENCE

ASSISTANT CLERK INTERN May 2020 - Jul 2020
Unites States Postal Service, San Jose, CA

- Completed all required paperwork within anticipated timeframes.
- Supported operations with consistent maintenance and updates of corporate files and records.
- Managed daily tasks consistently and sought out opportunities to go beyond requirements and support business targets.

CUSTOMER SERVICE SALES REPRESENTATIVE Jun 2019 - Aug 2019
General Nutrition Centers, Morgan Hill, CA

- Learned store products and policies thoroughly to offer customers the best assistance.
- Worked well within a team environment and communicated effectively with fellow associates to implement comprehensive and customer-focused strategies.
- Engaged customers and built connections to drive long-term sales.

VALET ATTENDANT SUPERVISOR Mar 2018 - Jul 2019
Corinthians International Parking Services, San Jose, CA

- Monitored performance of each team member, checking skills and compliance against company's standards.
- Worked with team members to plan out special programs and events, including private parties.
- Assisted team members and managers with tasks to maintain productivity