

# NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

## Profile

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## Experience

### **Seller** - Riverdale Y Sunday Market – Bronx New York

*2018 to present*

- Assists the family business by setting up a fruit and vegetable stall every Sunday at the Riverdale market.
- Provided answers to questions by patrons regarding the products.
- Ensured that the customers received the correct amount of change. Placed the money in safekeeping and calculated the daily earnings after the event.
- Cleaned each product and arranged them on display to attract customers.
- Designed the cardboard packaging for premium fruits and vegetables.

### **Receptionist** - Teal Hotel and Residences – Bronx, New York

*May 2021 to June 2021*

- Interacted with all guests by greeting them in a warm and friendly manner.
- Maintained a clean and orderly reception area.
- Assisted with the guest check-in and check-out process. Answered phone calls and queries when necessary.
- Booked local tours for guests upon request.
- Promoted the hotel's amenities and events.

### **Project Experience**

- Came up with a free taste scheme for the Sunday market. Made juice from fruits and vegetables that were nearing expiry. Reduced waste by 80% and increased sales by 20%.
- Eradicated single-use plastics and the cling wrap of fruits and vegetables since 2018.
- Came up with a design for a plastic barrier for the Sunday market. This got used during the pandemic. Ensured the safety of customers by providing alcohol dispensers.

## Education

### **DEPARTMENT** - Bronx High School of Science

*2018 to 2022*

- GPA: 3.5
- AP Course for Macro Economics
- AP Course for Microeconomics
- AP Course for Business

### **DEPARTMENT** - SCHOOL

*May 2009*

- GPA: LIST
- AWARD
- AWARD

## Skills

### **Expertise**

- Outgoing and able to strike up and maintain a conversation with customers
- Friendly and a good listener; can follow instructions accurately
- Hard-working, flexible, and punctual
- Organized and always maintains the cleanliness of the work environment
- Fast worker, takes the initiative

## Licenses & Accreditations

### **Licenses Licenses & Accreditations**

- Obtained the AP Scholar Award
- Received the “Best in Attendance” award from Brox High School in 2022
- Certificate of Achievement for the University of Houston’s EXPLORE Business Summer Institute