

SALES ASSOCIATE

Summary

Actively seeking a Full Time position in Technology within an organization utilizing my skillset and innovation to grow in a success driven atmosphere.

Highlights

Win10, 8, 7, Vista, XP, Server 2013, ipad, tablets Hardware: PC Setup/Configuration/Integration/ Printers, Monitors, Routers, Scanners, Cables Software: IE 10,9,MS Suite, Adobe Reader, Firefox, Mozilla, Wi-Fi

Experience

Sales Associate Nov 2011 to Current

Company Name i/4 City , State

- Interact and assist customers, co-workers, Loss Prevention and Management, take direction from supervisor on assigned tasks and notify upon completion, notify Loss Prevention of suspicious activity and safety hazards, answer phone, provide customer service on sales floor while assisting with recovery.

Materials Handler Jun 2008 to Mar 2009

Company Name i/4 City , State

- Extract parts from inventory for kits to be assembled on production floor, audits, notify supervisor of completed tasks, data entry, technical support.

Mailroom Clerk Oct 2007 to Feb 2008

Company Name i/4 City , State

- Process incoming/outgoing mail via electronic processor, distribute interoffice mail, retrieve files for underwriter department, follow up with supervisor with updates on progress, faxing, copying,.

Warehouse Clerk Dec 2006 to Oct 2007

Company Name i/4 City , State

- Assist shipping manager prepare outgoing orders, assist supervisor verify incoming supplies from receiving dock and replenish back into inventory, record new inventory counts and follow up with supervisor to keep records accurate, replenish supplies to production floor for assembly, place supply orders via purchasing manager, distribute interoffice mail.

Education

AS , Network Engineering 2017 Moorpark College Network Engineering

AS , Computer Information Systems 2007 Moorpark College Computer Information Systems

1994 Sini Valley High School Graduate

Skills

Adobe, Cables, Hardware, copying, customer service, data entry, direction, faxing, IE, inventory, Loss Prevention, mail, Win, Monitors, PC Setup, Printers, progress, purchasing, receiving, Routers, safety, sales, Scanners, shipping, supervisor, technical support, phone, underwriter, Vista