Creunis Lors\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 836 East 48th Street Brooklyn, NY 11203 Phone: (347)845-7315 Email: c.lors@yahoo.com

**SUMMARY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

College student with strong work ethics and a fast learner. Excellent team player that is able to establish excellent working relationships, easily engage in conversation with customers, building rapport and asking questions in order to get a better understanding of customer’s needs. Experience in Cash handling, Inventory, Stock and Sales.

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**EDUCATION**

New York City College of Technology

Major: Technical and professional writing

Expected Graduation Date: Spring 2017

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**EXPERIENCE**

**Burlington Coat Factory Brooklyn, New York**

Sales Associate October 2014-July 2015

* Provided exceptional customer service
* Completed all aspects of opening and closing the store in accordance with established procedures
* Ensured that every customer with a question or concern has received an answer and assistance
* Collected payments and verified acceptance by reviewing and recording
* Maintained checkout operations
* Maintained safe and clean working environment by complying to policies

**Alpine Trading Company Brooklyn, New York**

Billing Specialist May 2015 – Present

* Compile checks and bank deposit slips for depositing
* Record and log payments received
* Compute invoices and bill credit cards
* Review and balance daily financial reports
* Assist Manager with billing reconciliations
* Work closely with management team to resolve outstanding issues.

**Feed New York Brooklyn, New York**

Community ServiceJanuary 2014-Present

* Package and separate food items to distribute to low income families in the community
* Load and unload orders and/or products from delivery van
* Ensure goods are stored properly and at the right temperature
* Remove damaged goods and replace with fresh produce

**Church of God Holiness Brooklyn, New York**

Intern March 2012-Present

* Assist in the development of junior high through college age youth with programs and activities
* Initiated and taught kids how to play instruments
* Planned and supervise events

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# **SKILLS**

# Ability to organize and prioritize work, excellent time management skills, expertise in Microsoft office, able to gather and process information efficiently, capable problem solver

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# **ADDITIONAL CREDENTIALS/ AWARDS**

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# **Network Cabling (C-Tech Certificate)**

Cooper base System

**Nocti Certificate**

Electrical Occupation