

Sandra Jarro

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OBJECTIVE

Efficient worker eager to begin in the Junior Graphic Designer position in the Quirky Company where I can use my design skills and abilities to grow and develop the quirky brand.

EDUCATION

New York City College Of Technology, Brooklyn, NY Graphic Communication Design
2012 - Present

EXPERIENCE

Associate, U.S. Polo Association, Elmhurst, NY October, 2014 - Present

- Quoted prices and discounts to customers
- Assisted customers with questions, needs and purchases
- Discussed type, quality and number of merchandise required for purchase

Hostesses, Uno's Pizzeria & Grill, Forest Hills, NY April, 2014 - October, 2014

- Monitored open dining sections of the restaurant for empty and cleaned tables
- Monitored waiting list and made sure the needs of the guests are met while waiting
- Processed payments, transactions, and answered phone calls for orders and deliveries

Interviewer, Quick Test Heakin, Elmhurst, NY September, 2013 - January, 2014

- Interviewed customers for market research purposes
- Guided the interviewee to a booth, conducted the interview
- Explained clearly the general details about surveys and its qualifications

Freelancer, Zoila's Sample Room, New York, NY June, 2013 - September, 2013

- Engaged in business conversations with clients in the fashion industry

- Processed payments as well as answering phone calls and emails as they arrived
- Attended clients, provided them with supplies or needs they had