

# MIGUEL A. JIMENEZ

2123 Ocean Avenue Apt. A4

Brooklyn, NY 11229

Cell Phone: (917) 856-4124

Home Phone: (718) 975-8656

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**Professional Objective:** To improve communication skills in the workplace, while observing, listening, and respecting both employees and customers using skills such as

## Skills

- Communicating well in a respectful manner with both co-workers and clients
- Keeping track of supply with organization skills
- Training one on one with new employees
- Experience in using computers along with most word processors and other business related software, Ex. Microsoft Word, Excel, and PowerPoint

## Related Work Experience:

### Sneaker Town

11/12/2008 - 8/20/2012

1504 Mermaid Avenue, Brooklyn, NY 11204

- People skills as a salesman
- Quick with customers as a cashier
- Trained other employees.

### W. C. Art and Drafting Supplies Co.

8/27/2012 - 12/24/2013

351 Jay Street, Brooklyn, NY 11201

- Quickly learned the merchandise
- Gave personal advise based on past experience in art

### S&T Famous Bags

1/7/2015 - Present

1308 Kings Highway, Brooklyn, NY 11229

- Currently working as a cashier
- Keeping the store up to date in both stock and display

## Education:

### New York City College of Technology

Expected Graduation: 2016 - Bachelors Degree in Communication Design

Course Include: Web Design, and Advertising Design 2

### James Madison High School

Graduated in June 2011

Achieved: Perfect Attendance Award, and Recognition in Design