

ETHAN REYNA

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EDUCATION

New York City College of Technology, Brooklyn, NY

2013- 2018

Associates Degree in Liberal Arts

Bachelors in Professional and Technical Writing (Present)

EXPERIENCE

Dollar Tree

New York, NY

Cashier/Sales Associate

May 2014 to Present

- Trained other staff members to work as a cashier
- Respond to customers' complaints and resolved their issues
- Maintain knowledge of store inventory and sales activities
- Assist in ensuring full stock and merchandise
- Attend meetings with clients and convey their requirements to management
- Greet customers as they arrive at the store and provided them with information about products and/ or services
- Processed exchanges and refunds
- Calculated and managed currency at the end and beginning of each shift

FURTHER EXPERIENCE

- Labeled as the Treasurer in our youth fraternity
- Tutored fellow students in English classes and assisted them in understanding the material to pass
- In charge of maintenance in our tenant's apartments
- Assisted others in writing resignation and cover letters
- Received documents to look over and revise
- Member of the National Society of Leadership and Success

SKILLS/INTERESTS

- Highly skilled in supervising and interacting with other colleagues
- Assisting and training other workers
- Explaining instructions clearly to other workers
- Writing poetry
- Writing a poetry blog on Tumblr

LinkedIn

http://www.linkedin.com/profile/preview?locale=en_US&trk=prof-0-sb-preview-primary-button