

Resume 426

EDUCATION

Canisius College, Buffalo, NY

Bachelor of Arts in Political Science

Graduated May 2021

- Minor: Business

CORE COMPETENCIES

- Writing proficiency using Microsoft suite, particularly in case briefs and reports.
- Leadership skills including critical thinking, public speaking, and teamwork.
- Analytical problem-solving skills with the ability to research and present data quickly and accurately.

WORK EXPERIENCE

Sporting Goods Associate, Walmart, North Tonawanda, NY

April 2020 - Present

- Organize and rearrange shelves, unload boxes and create product displays
- Greet customers and advise on product selection and sales
- Operate cash register and complete customer transactions
- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices

Dishwasher, Iggy's Restaurant, Buffalo, NY

September 2019 - February 2021

- Assist in cleaning the kitchen, wash dishes and collaborate with coworkers
- Operate cash register and complete financial transactions
- Stock supplies, such as food or utensils, in serving stations, cupboards, refrigerators, or salad bars

Attendant, Allpro Parking, Buffalo Bills Affiliate, Orchard Park, NY

August 2018 - January 2020

- Collected parking pass stubs
- Oversaw directing traffic in and out of stadium lots
- Provide customer assistance and information, such as giving directions or handling wheelchairs
- Patrol parking areas to prevent vehicle damage and vehicle or property thefts

Dishwasher, Fox Run Nursing Home, Orchard Park, NY

December 2018 - August 2019

- Ran the dishwasher, and kept the dishes in their correct locations
- Swept, mopped, and cleaned the assorted cooking machines
- Transfer supplies or equipment between storage and work areas, by hand or using hand trucks

Maintenance, Allpro Parking, Buffalo, NY

July 2018 - November 2018

- Cleaned and swept parking lots and ramps of garbage and hazardous materials
- Provided lawn care services such as weed whacking and lawn mowing
- Made repairs when necessary to the company equipment
- Keep parking areas orderly to ensure that space usage is maximized