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| Neil Shimon  Aventura, FL | |
| OBJECTIVE | |
|  | To obtain and secure a position in which will give me the opportunity to utilize my skills and experiences. |

QUALIFICATIONS

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|  | To utilize my work experience and knowledge at your company. Work independently and able to juggle multiple priorities without compromising quality. Highly motivated, detail oriented, fast paced, organized and a team player who is dedicated to my work. Skilled in Microsoft Outlook, Microsoft Word, Microsoft Excel, Power Point Presentations and Prezi . | |
| Experiences | | |
|  | **\*\*\* Porsche Design Tower \* Front Desk Concierge Feb 2019 - July 2019**  -Assist Residence on daily needs  -Liaison between management and residence  **\*\*\* Angel Watching Over Me \* Internship Aug 2018 - Oct 2018**  -Made outboard calls and responded to emails for Gala events  -Cold calling to find sponsors for events  -Directing promo video shoot / dressing models accordingly  -Delivery and Pick up of any and all Gala merchandise  -Made arrangements for events such as ordering flower wall, catering and decorations.  -Greeting guest arrival  **\*\*\* Simons Sportswear \* Data Entry Dec 2017 - Mar 2018**  -Entered purchase orders  -Filing, answering phone calls and answered emails  -Fulfilled supplies request from stores  **\*\*\* Simons Sportswear \* Sales Associate June 2015 - Dec 2017**  **-**Support the team in the selling process, ensuring the highest level of client experience. **-**Print and ticket merchandise, returns, and price adjustments; -Assists with physical maintenance of the store -Receiving and Transferring store merchandise according to store standards |  |
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| **EDUCATION:**  University School of Nova south eastern university 2016  Lynn University 2017-2018 Florida International University PresenT | |