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| Neil ShimonAventura, 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 2016Lynn University 2017-2018 Florida International University PresenT |