

Sharina Aybar

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Overview

- PRAUX TIP: Left click this sentence to edit its value.
- PRAUX TIP: The Overview is your best and sometimes last impression. Summarize yourself in a few bullet points here if possible.

Key Words
children young sales microsoft programs responsible associate retail down sometimes
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Objective

- Seeking the position of a retail sales associate that will give me an opportunity to acquire sales skills and knowledge in retail management.

Volunteer

10/09-12/09

READ Alliance

Tutor

- Sit down with children and assist them with homework.
- Taught young children how to read and associate reading with fun.
- Served as a role model for young children.

Employment History

07/12-08/12

Summer Search Employment

Caretaker

- Responsible for 20-30 young children (around the age of 6)
- Problem solving and reporting issues to supervisor.
- Responsible for arranging programs and activities for the students alongside co-workers.

06/11-10/11

Tax Consulting and Business Planning

Secretary

- Call various customers and offer programs the company was instructing.
- Mail out envelopes and offers to our clientele list.
- Answer phone calls and take down messages for the instructor.
- Make sure the office is clean and tidy for presentation.

Education

08/11- Current

Bronx Community College

Associates of Liberal

Arts with a focus in Psychology

09/08-06/11

Foreign Language Academy of Global Studies

Regents Diploma

Skills

- Fluent in Spanish and English
- Strong sense of ethics and morals while providing customer service.
- Able to work under pressure.
- Proficient with computer literate such as Microsoft Word, Microsoft Excel, Power point and Internet.

References

Available upon request.

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