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OBJECTIVE

To secure a position with a well-established organization that will allow adaptation and development of my business skills as well as the opportunity of advancement within.

EXPERIENCE

Material Manager | United States Airforce | Bordentown, NJ | 05/2017 - Current

- Responsible for managing inventory and operations.
- Detail oriented administration of complex supply systems to ensure financial accountability for all the utilized supplies.

Office Administrator/Showroom Assistant | Skyframe & Art | Hillside, NJ | 09/2014 - 12/2014

- Experienced with general office database management.
- Punctual with letters, invoices and bills via Quickbooks.

Marketing Executive | Apollo Enterprise | Jersey City, NJ | 02/2014 - 08/2014

- Dynamically and productively managed targeted territory sales groups.
- Excelled within deadline-intensive environment, ensuring the accurate and on-time completion of projects.
- Effectively assessed customer needs, meeting sales goals.

Store Manager | Journey's | Elizabeth, NJ | 08/2010 - 08/2013

- Efficiently incorporate proficient ways to enhance the workplace and generate profit.
- Accurately maintaining inventory activity report consisting of the in-stock, outgoing and returned merchandize.
- Properly conducting teams and their respective assignments in the workplace enforcing corporate business norms and regulations for all employees.
- In charge of Interviewing, Hiring, Training and discharge of personnel.

SKILLS

- Spanish - Fluent / Portuguese - Conversational
- Photoshop, Illustrator, InDesign, After Effects, Digital Illustrator, Product packaging design, and 3D mock-ups.
- Highly adaptable with a strong base in the managerial aspect business

EDUCATION

B.S. Graphic Design | Kean University | Union, NJ | 2018

A.S. Graphic Design | Union County College | Cranford, NJ | 2015

- Development participant and published nominee on the 2012 Union County College SHEAF art project • Winner of the 2010 Union County College Arts Exhibition in Cranford, NJ • 13 years of experience as a visual artist • 7 years of experience as a Graphic Designer.