

# EDUARDO ROBLES

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## CONTACT

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## SUMMARY OF QUALIFICATIONS

- ▶ Skilled in Adobe Creative Suite (Photoshop, After Effects, Illustrator, Premier Pro)
  - ▶ Bilingual: Fluent in English and Spanish
  - ▶ Proficient in Microsoft Office
  - ▶ Work well in a fast-paced environment
  - ▶ Proficient on both Mac and Windows
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## EDUCATION

**LaGuardia Community College**  
Long Island City, NY  
September 2013 — June 2018

Associate in Applied Science Degree in New Media Technology  
Graduation June 2018

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## EXPERIENCE

**Special Testing Laboratories**  
Bethel, CT  
05/2022 — Currently

### Clerical Administration

- ▶ Provide administrative support to managers and other staff
- ▶ Respond to public phone inquiries, direct calls to appropriate department staff
- ▶ Create and file reports. Email reports to client's distribution list.

**Sierra Trading Post**  
Danbury, CT  
04/2019 — 05/2022

### Key Carrier/Coordinator

- ▶ Creates a positive internal and external customer experience
- ▶ Acts as Manager on Duty in adherence with company policy and procedure
- ▶ Ensures store team executes tasks daily accordance with store plan
- ▶ Partners with Management on Associate training needs to increase effectiveness

**Department of Sanitation**  
**Human Resource**  
New York, NY  
09/2015 — 09/2018

### College Aide

- ▶ Provide administrative support to Director of Human Services & Investigation
- ▶ Analyze employee data to generate tracking reports for new hires, probationary periods, promotions, resignations, and terminations.
- ▶ Create new employee personnel files and process employee verifications
- ▶ Respond to general public phone inquiries, direct calls to appropriate department staff, provide coverage for reception area

**7-Eleven****Queens, NY**

07/2015 — 09/2015

**Danny's Pizzeria****Brooklyn, NY**

7/2011 — 09/2014

**Sales Associate**

- ▶ Processed customer transactions for franchise of renowned convenience store
- ▶ Assembled over the counter hot food items, restocked hot & cold beverage machines, and pulled expired food
- ▶ Placed orders, received deliveries, and replenished aisles with new merchandise as needed; Maintained a clean, customer friendly environment

**Counter Person/Cashier**

- ▶ Greeted customers and took over the counter and phone customer food orders
- ▶ Handled menu inquiries and processed customer payments
- ▶ Communicated food orders to back-end staff, served completed orders to customers, and packaged take-out and delivery orders
- ▶ Replenished soda machines, ordered supplies, and maintained dining area.