

ROSABELLA ROSARIO

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EDUCATION

GRADUATION: MAY 2022

BACHELOR'S DEGREE, BINGHAMTON UNIVERSITY

- Major in Sociology
- Minor in Graphic Design

CAMPUS INVOLVEMENT

NOVEMBER 2019

JUVENILE URBAN MULTICULTURAL PROGRAM (J.U.M.P. NATION)

- Volunteered to mentor and house an underprivileged middle school student while they visited.
- Attended forums and interactive workshops with Protégés.
- Encouraged to continue contact with Protégés for ongoing mentorship

WORK EXPERIENCE

JANUARY 2018 – MAY 2019

LIBRARY CIRCULATION ASSISTANT, BARTLE LIBRARY

- Ensured safety protocols by checking IDs of University students
- Performed headcounts of late-night Bartle Library patrons.
- Answered basic informational questions.

SEPTEMBER 2018 – MARCH 2020

CREW MEMBER, DUNKIN DONUTS

- Trained new coworkers in company policies' as well as to how to prepare menu items.
- Directed new team members to perform specific tasks to ease store flow.
- Assisted to increase store revenue through good communication with customers.
- Memorized and prepared food and beverages within the company wide menu.
- Maintained cleanliness throughout the store by keeping all stations compliant with company standards.
- Restocked items at the end of each shift to ensure quick item preparations for the next business day.

JULY 2021 – PRESENT

SALES ASSOCIATE, STAPLES

- Respond resourcefully to customers' requests and concerns in person and over the phone.
- Assist customers in selecting products that best fit their personal needs.
- Maintain current knowledge of merchandise lines, product, features, benefits, and availability.
- Multitask on assorted merchandising and sales responsibilities.
- Create an inviting environment for customers by maintaining a neat and clean store
- Collaborate with team members to offer exceptional service throughout the shopping and purchasing experience.
- Build and maintain effective relationships with peers and upper management.

SKILLS

- Certified in Microsoft Word, Power Point, and Excel
- Customer Service
- Canva
- Communication
- Team building
- Photoshop, Illustrator, InDesign (Adobe Creative Cloud)

