

EMMANUEL CAIRO

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A candidate with extensive IT, merchandising, consulting, management, and sales experience across different industries: from technology to supplements, body-care and wellness, and a strong academic background in scientific research and analysis, as well as field experience in building relationships and fostering teamwork.

Skills

- Bilingual in Spanish & English
- Adobe Creative Cloud Suite
- A+ Certified
- C+ Certified
- Microsoft Office Certified
- OSHA 10 Certified

Education

- Kean University
- BA: Political Science, concentration in International & Comparative Politics
- BA: Psychology
- Union County Academy for Information Technology

Dean's Natural Food Market: Nutrition Lead [2018- 2019]

- Responsible for purchasing, procurement, and inventory management.
- Performed IT duties at the store level when company administrator was occupied.
- Influential in forming and maintaining relationships with vendors, brokers, representatives, and industry workers.
- Responsible for doing extensive research, approving, and curating top-selling, medically proven products onto shelves.
 - Created highest revenue store in the US for Sunfood Magnesium Oil, moving sales 8x from \$1,000 to \$8,000 annually.

Adelaide Espacios: Co-Owner [2015 - 2018]

- Successfully launched and managed a unique, family-owned and operated boutique specializing in natural and organic lifestyle home, bath, and body goods that is the first of its kind in its location.
 - Performed IT duties (security system, network, POS equipment)
 - Purchasing and managing inventory.
 - Research and curate nutritional supplements and body/skincare products using SPINS reports to determine what to add to shelves.
 - Coordinate and inspect international shipments from distributors to the store.
 - Create promotional and educational material for customers and clients including organizing and directing photo shoots and final edits.
 - Receive and implement changes based on trends and client feedback.
 - Maintain relationships with vendors, distributors, and logistics companies.
- Launched an organic in-house, affordable, and handcrafted brand of body-care products that replaced over 30 different products and boosted sales by over 25% the following fiscal year.

Ocean Partnership for Children, Inc: Care Manager [2016-2017]

- Successfully managed 30+ groups in crisis towards sustainable resolution by implementing and coordinating individualized plans.
- Increased efficiency and effectiveness of bilingual care and support.
- Responsible for curating, researching, and organizing relevant speakers for meetings, and other community oriented activities.
- Helped form in-house cultural committee responsible for cultural competence within the workplace

Whole Foods Market: Whole Body Department Buyer [2014-2015]

- Created & managed inventory.
- Hand selected products most suitable for our clientele.
- Approved new products & brands for availability.
- Managed buying account with a weekly budget of \$30,000 that never exceeded \$26,000, resulting in over \$4,000 of additional savings.
- Designated bilingual communicator for Spanish-speaking customer base.

Tutor [2012-2014]

- Taught organizational skills, and multiple middle school subjects to children after school.

Staples Inc: PC Technician & Sales [2007-2012]

• Troubleshoot, repaired & maintained computers & other electronics in timely fashion & delivered excellent customer service in store & during house calls.

ECC Computer Repair: Co-Owner [2007-2012]

- Troubleshoot, repaired & maintained computers & other electronics in timely fashion & delivered excellent customer service in store & during house calls.
- Computer & electronics repair made accessible for low-income, non-English speaking population via sliding scale costs.