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|  | Nayeli Arredondo  • Microsoft Expert • | | |  |
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| Contact 11438 SE Fuller RD Portland, Oregon 97222  541-399-7108  naye\_ahuerta@hotmail.com | | Objective Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. | | |
| Education Portland Community College Computer Information Systems | | Experience May 2019 - Current  Microsoft Expert • Best Buy  Responsible for delivering an end-to-end Microsoft Experience across all aspects of the Microsoft ecosystem. While achieving sales targets in revenue, margin, and solutions within the ecosystem. Working closely with other employees to demonstrate, promote and sell a variety of exciting Microsoft equipment in and across the store to ensure customers' end-to-end needs are met. Building quality relationships with retail consumers, while providing them with relevant and memorable product demonstrations.  June 2016 – July 2019  Shift Lead • Walgreens   As a Walgreens shift lead, I developed and enhance my leadership abilities as an indispensable asset to the store staff. As a liaison between management and non-management team members, I was a key part of ensuring that excellent customer service is delivered to our customers. Also, providing leadership to team members by communicating tasks from the store manager, coaching on warehouse and vendor orders, and handling day-to-day cash functions  June 2013 – June 2016  Center Aide • Bus Assistant • Oregon Child Development Coalition   Ensure that children are transported in a healthy and educational environment and facilitate communication with staff and parents regarding the children’s needs and center activities. Assists center staff in carrying out various duties at the center as assigned in accordance with USDA. | | |
| Key Skills Top performer  Bilingual Coding and programing Problem solving Time management | | ReferencesNancy Morales • 971-337-8161  Janet Yam • 415-377-4392 Jose Morales • 541-490-3103 | | |