

# MYLES MOSES

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## Education

### B.B.A.

Sam Houston, Huntsville, TX — Aug 2022 - Dec 2024

## Experience

### Personal Shopper

HEB, Huntsville — Feb 2021 - Present

- Develop and maintain an excellent knowledge of products offered by HEB to help customers make informed purchasing decisions.
- Provide exceptional customer service by assisting customers in selecting and delivering their groceries in a timely and efficient manner.
- Provide exceptional customer service by helping customers select the best products and answering their questions.

### Accounting Intern

EnLink, Houston — Jun 2019 - Aug 2019

- Supported the monthly closing process, including journal entries and reconciliations.
- Assisted with multiple accounts through month-end closings and management reports.
- I learned advanced accounting software functions and account actions by shadowing senior personnel.
- Enhanced [Software] knowledge by regularly training in new functions.
- Demonstrated critical and strategic thinking capabilities.

### Inventory Specialist

Best Buy, Houston --- Nov 2020 – Feb 2021

- Kept the warehouse and work areas organized, clean, and free from hazards.
- Helped individuals locate desired items, maintaining customer satisfaction and loyalty.
- Maintained excellent inventory organization and kept all products accessible.

## Skills

- Microsoft Office

## Organizations

Investment Club, Member

Apr 2023 - Present

