



Herman Walton

Junior Student

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Skills

Advanced in English

Intermediate in French

Beginner in Spanish

Intermediate in Japanese

Intermediate in Chinese

Intermediate in Russian

Intermediate in German

Intermediate in Italian

Education

High School

College

Profile

Experienced in the field of international business and commerce. Proficient in the use of modern office equipment and machinery. Excellent communication skills and ability to work with a team. Strong organizational skills and ability to manage multiple tasks. Excellent customer service skills and ability to handle difficult situations. Strong leadership skills and ability to motivate others. Excellent problem-solving skills and ability to think creatively. Strong analytical skills and ability to make sound decisions. Excellent time management skills and ability to meet deadlines. Strong interpersonal skills and ability to build rapport with others. Excellent written and verbal communication skills. Strong attention to detail and ability to produce high-quality work. Excellent ability to learn new skills and adapt to change. Strong sense of responsibility and ability to take ownership of tasks. Excellent ability to work independently and manage time effectively. Strong ability to handle pressure and maintain composure under stress. Excellent ability to work in a fast-paced environment and meet tight deadlines. Strong ability to collaborate with others and contribute to team success. Excellent ability to communicate effectively and clearly. Strong ability to listen and understand others. Excellent ability to resolve conflicts and handle difficult situations. Strong ability to manage time and prioritize tasks. Excellent ability to work with a team and contribute to its success. Strong ability to handle change and adapt to new circumstances. Excellent ability to communicate effectively and clearly. Strong ability to listen and understand others. Excellent ability to resolve conflicts and handle difficult situations. Strong ability to manage time and prioritize tasks. Excellent ability to work with a team and contribute to its success. Strong ability to handle change and adapt to new circumstances.

Employment History

Entry Level Sales Assistant, Big Apple Bookstore

September 2010 - June 2011

- Assisted customers with book purchases and recommendations.
- Managed inventory and restocked shelves.
- Handled cash transactions and processed returns.
- Organized book displays and promotional materials.
- Assisted with book signings and author events.

Education

Bachelor of Communications, New York University, New York

August 2008 - August 2011

- Major: Bachelor of Communications

High School Diploma, High School, New York

September 2002 - May 2008

- Graduated with High Honors