KAYRO FIGUEROA

(909) 275-1327

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Gilbert, AZ

EDUCATION

HIGH SCHOOL DIPLOMA

Alta Loma High School

2015 - 2019

Machine Programing
Codecademy
2018 to Present

KEY SKILLS

Strong Work Ethic

Responsible

Self Motivated

Customer Service skills

Determined

Leadership

Time Management

Adaptability

Communication

SOFTWARE

| MS Word, Excel, Powerpoint | ■■■■□ |
| Very good | |

| Google Docs and Drive | ■■■■□ |
| Very good | |

LANGUAGES

| Spanish | ■□□□□ |
| Basic | |

CERTIFICATES

Principals Honor Roll

Six Semester Honor Roll

Multiple Leadership Awards

OBJECTIVE

Seeking an entry-level potition in sales where I can build upon my current skill set to conribute to the profitability of the company. Determined and goal-oriented, my previous work experience in retail coupled with excellent communication skills and a strong customer focus provides a great starting point for a sales career with your company.

EXPERIENCE

EXECUTIVE PRESIDENT/ASB

Alta Loma High School/ Alta Loma, CA / 2015 - 2019

Maintained an appointed student office position throughout all four years. During my final year, I was the Executive President for the entire school. Duties included but were not limited to overseeing 50+ students within ASB, delegate jobs for each member, and run multiple business meetings every week that hold requisitions for our school. (*Treasurer / 2017-2018, Secretary / 2016-2017, Vice President / 2015 - 2016*)

STUDENT VOLUNTEER/ STUDENT STORE

Alta Loma High School / Alta Loma, CA / 2015-2019

While working in the student store, I was responsible for welcoming the students, answering their questions, and provided recommendations for required supplies. Processed payments, executed refunds/exchanges, and resolved student complaints. Used exceptional math and computer skills with the ability to maintain a clean and organized work environment.

ADMINISTRATIVE ASSISTANT

AM Collections /Fontana, CA / 2018-Present

While working as an administrative assistant, I perform the following job duties, which consist of but are not limited to copying, faxing, scanning, filing, data entry, and drafting invoices.

REFERENCES

Available Upon Request