WESLEY J. SIMEON

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# EDUCATION

Southern Connecticut State University New Haven, CT Expected Graduation Date May 2022

**Degree:** Bachelor of Science in Business Administration

**Concentration:** Business Information Systems

**Minor:** Computer Science

**Relevant Coursework:** Macro and Micro Economics, Accounting, Marketing, Business

Information Systems, Programing Fundamentals, Computer Systems, Info Mgmt./Productivity

Software

# TECHNICAL SKILLS

**Systems:** Mac OS, Mobile, Linux, Windows, Corporate Systems

**Languages:** SQL, Python

**Software:** MS Office, CRM, Productivity Software

**Skills:** Communication, Teamwork, Leadership, Data Entry, Critical Thinking, Innovative, Analytical, Web Development

# WORK EXPERIENCE

**PrimeNow Shopper** July 2019 –Present

Amazon Inc. West Hartford, CT

* Retrieve orders in queue on mobile devices.
* Fulfill online grocery orders (Whole Foods) for PrimeNow customers.
* Assemble, bag and prepare for pickup/delivery.

**Crew Member** July 2017 – June 2020

Dunkin Donuts Windsor Locks, CT

* Provide excellent customer service skills by greeting and serving customers.
* Trained new employees in all aspects of the job including cashier, cook, inventory management along with customer service.
* Cashier and shift person; closing store, inventoried and ordered supplies.
* Communicate with other crew members on tasks and problems that need to be addressed.