

# ADONIS EDWARDS

## PERSONAL PROFILE

As an experienced tech student I am proactively seeking new concepts in which I can apply my skills to and strengthen my creative interests.

## SKILLS & INTERESTS

Google Suite  
MS Office  
Adobe Suite  
HTML  
C++  
Javascript  
Python  
Java  
Shopify  
Wordpress

## GET IN TOUCH

Mobile: (347) 592-0720  
Email: adonisedwards11@gmail.com  
Location: Brooklyn, NY

## WORK HISTORY

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### Clerical Assistant

Prada, Nov 2019- Present

- Receiving clients at the front desk by greeting, welcoming, directing and announcing them appropriately
- Answering phones in a professional manner and routing calls as necessary
- Manage transactions with clients using POS and registers
- Bag, box, wrap, and gift-wrap merchandise, and prepare packages for shipment

### Web Designer

Third Party Foundation, April 2019- Present

- Assisted in the multi brand web-store's design projects
- Collaborated with in-house brands for special projects
- Handled administrative duties as assigned

### Seasonal Sales & Stock Assistant

Patagonia Flagship, Nov 2018- Feb 2019

- Assessed customer needs and provided assistance and information on product features
- Effectively multi tasked by greeting and assisting customers, processing clothing for the sales floor and actively answering calls made to the store
- Organized stockroom, confirmed and shipped orders, and pulled items for the sales floor

### Graphic & Web Designer

Hardies Hardware, July 2017- Jan 2018

- Assisted in the brands design projects
- Conceptualized and developed a website that embodied originality and user friendliness
- Handled administrative duties as assigned

## ACADEMIC BACKGROUND

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### Hunter College

Class of 2021

- Major in Emerging Media
- Minor in Computer Science

### Academy for Software Engineering

Class of 2016

- Member of Yearbook Design Team