**Abdikarim A. Osman**

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Portland, OR 97223

#### **Education**

**Portland State University** Portland, OR Dec. 2012

**Bachelor of Science in Business Administration**

***Dual Concentration***: Supply and Logistics Management and Management and Leadership

#### ***Certificates:*** Food Industry Management Certificate

**Work** **Experience**

**Costco Wholesale** Aloha, OR June, 2012-Present

***Intern/ Front End Assistant***

* Provide courteous customer service and perform opening and closing tasks for different departments
* Balance tills, prepare proper documentations and send cash, checks and other forms of payment to the vault
* Deal with difficult customers and solve complex problems in a fast paced environment on daily basis
* Replenish shelves following specific merchandising techniques and processes
* Promote American Express credit cards and Costco credit cards as well as Costco membership options
* Locate merchandise for customers and for replenishment purposes using AS 400 software
* Receive incoming merchandise and perform quality checks as well as check-in and checkout trucks
* Cross trained in various department including Administrations, Receiving, Inventory Auditing, Marketing, Expense Report and Membership

**Frito-Lay** Portland, OR Mar. 2010-July, 2012

***Merchandiser***

* Merchandised Frito-Lay’s complete line of products to existing accounts while driving own vehicle to retail stores within the Portland zone
* Collaborated with store management about displays, new products and new promotions
* Determined necessary hours for each store for time management and efficiency
* Trained new employees on merchandising techniques and safety procedures

**Work Source Oregon** Tualatin, OR summer, 2008

***Office assistant/ career center helper Intern***

* Greeted clients and directed them to right people and resources
* Copied and faxed documents, and prepared classrooms for daily orientations
* Assisted clients with resume uploading, registering for I-Match-Skills program and others computer related questions

**Target** Tigard, OR Oct. 2006-Feb. 2008

***Sales floor/ cashier***

* Provided courteous customer service and replenished shelves
* Handled phone calls, cashiered, Assisted customers and maintained inventory levels in electronics department

#### **Volunteer Experience**

#### **Catholic Charities** Portland, OR Sept. 2010-Present

***Tutor***

#### Tutor elementary, middle and high school English learners in various subjects

**Willamette West Habitat for Humanity** Hillsboro, OR June, 2008- Aug. 2009

***Construction helper***

* Volunteered at Habitat for Humanity, building houses for needy and low income families in a team environment