April 2020

# [H.E.B]

**[H.E.B Careers]**

<https://heb.taleo.net/careersection/ex-hourly_stores_temps/jobdetail.ftl?job=20014731&tz=GMT-05%3A00&tzname=America%2FChicago>

**OBJECTIVES:**

**Achieve employment in public services or retail.**

**EDUCATION:**

High School Graduate Area of study-General and video production, Ronald Regan High School (2019 Spring Graduate)

# QUALIFICATIONS

• Exceptional team-player

• 5 years volunteer experience at city library’s

• half a year of retail experience

* 5 years of experience using Adobe and Microsoft applications

# WORK EXPERIENCES

November 2019 to January 2020– **Seasonal Associate (Temp) | Kirkland’s, San Antonio, TX**

* Helped unload and storage delivery
* Unpacked merchandise
* Put out merchandise on the store floor

June 2018 to August 2018– **Internship (Temp) |Encino Library, San Antonio, TX**

* Pulling router: locating items that need to be placed on hold for patrons
* Checking in router items: processing and sorting hold items
* Shelving
* Helping patrons with finding items
* Checking out items for patrons
* Checking in returned items

# VOLUNTEER WORK

August 2014 to Present– **Teen Volunteer |Cody Branch Library, San Antonio, TX**

* Pulling router: locating items that need to be placed on hold for patrons
* Checking in router items: processing and sorting hold items
* Shelving
* Assist in pulling display items

# TECHNOLOGY & SKILLS

Proficient with most Microsoft and Adobe applications. Can teach others basic computer skills and basic functions of all Adobe and Microsoft applications. Comfortable with lifting and transporting heavy objects for long periods of time.