**De Vaughn Clasp**

**#13 1st St 6th Avenue North Barataria, Trinidad**

**[684-5556]  |  [m.clasp@hotmail.com]**

# **Objective**

Currently seeking a position where I can grow as an individual, provide reliable, efficient service to my employer and bring profit to the company.

# **Working Experience**

|  |  |
| --- | --- |
| **[Assistant Manager] WeSC, [Manhattan,NY]**  During my tenure at WeSC I was charged with several responsibilities. As a Keyholder for the flagship store I had the responsibility of opening and closing. The company's bi-weekly sales goal was consistently met and exceeded. Lastly as the Stock Manager, my duties involved receiving and signing off on shipments as well as inventory management of both in-store and offsite merchandise. | **[11/14 – 15/04/17]** |
| **[Tech Associate]** **Staples, [Brooklyn, NY]**   * Software assistance and repair * Office Supplies Specialist | **[05/14 / 09/14]** |
| **[Assistant Manager]** **Fairway, [Brooklyn, NY]**   * Managed a department of five employees * Responsible for training new employees * Stock Manager | **[07/13 / 12/13]** |

# **Education**

|  |  |
| --- | --- |
| **Kingsborough College [Brooklyn, NY] 2014\***  **Undergrad in Business Administration [1Yr]**   * Business Major * Student/Athlete |  |
| **St. Mary's College, [Trinidad] 2010\***   * Business Major (5 CXC passes) * Student/Athlete |  |

# **Skills**

# Proficient in Microsoft Excel, Word and Powerpoint

* Great delegator and mediator
* Adept salesman
* Adept multitasker

# **References**

|  |  |
| --- | --- |
| **\*Joseph Elliott - Member of Massy group of Companies**  **[ Former Head of Sales – Industrial Gases]**  **H [868] 640-5335**  **\*Katrina Lutero**  **[Manager – WeSC]**  **W [347] 225-3999**  **\*Denyse Joseph-Dedier**  **[Principal – St. Joseph Boys' R.C Primary]**  **W [868] 645-7484** |  |
|  |  |