

# Camilo A. Mateus

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## Education

**Miami International University of Arts and Design - BS Graphic Design** Jun 2016 - Present

**Florida International University - Baccalaureate degree in Biology** August 2013 - May 2016  
(pending)

**Miami Dade College, Miami - Associate's degree in Biological Sciences** Jun 2011 - July 2013

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## Experience

**Best Buy, Doral - Sales Consultant** October 2016 - present

Handle all aspects of the sale including: customer contracts and warranties, customer payments, cash and credit card/check transactions.

Develop, maintain and communicate strong, up-to-date knowledge of wireless products, accessories, pricing plans and service features.

Inventory, organizing and putting up incoming merchandise

**Advance Auto Parts, Hialeah - Retail Salesman** October 2013 - July 2016

Inventory, organizing and putting up incoming merchandise

Attending to phone calls

**Miami Dade College, Miami - Student Assistant** August 2011 - July 2013

Clerical work, such as answering phones, making inventory of company's belongings.

Making schedules, coordinating activities. Handling appointment, client paperwork.

**Acosta Insurance, Doral - Enrollee ACA(seasonal)** November 2014 - April 2016

Answering calls, setting appointments, meeting clients. Handling and processing of Information, using government websites such as Healthcare.gov

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## Skills

Computer proficient, experience in Microsoft (Word, Excel, PowerPoint). Great working in teams, proficiency at following instructions, quick learner.