

# G I O V A N N I C E N T E N O

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## EDUCATION

### **B.S., Digital Humanities, Exp. May 2018**

- Minor: Psychology, Spec: Info Architecture
- Illinois Institute of Technology, Chicago, IL

### **A.A., Art/Art Education, 2015**

Miami-Dade College, Miami, FL

## SKILLS

- ✓ Java Foundation
- ✓ Adobe CC Proficient

- ✓ HTML Foundation
- ✓ Management Experience

- ✓ Bilingual (Spanish)
- ✓ Microsoft Excel Proficient

## EXPERIENCE

### **STOCKROOM SUPERVISOR, H&M, MIAMI BEACH, FL**

OCT 2012 - PRESENT

- Responsible for stocking and replenishing all merchandise to the sales floor
- Monitor and organize all stockroom merchandise i.e. back stock, new production, store fixtures
- Receives, unpacks & labels store merchandise with security tags daily

### **ADMINISTRATIVE ASSISTANT, TRI – TEC, HERMOSILLO, MEX**

JUN 2012 - SEP 2012

- Responsible for organizing and updating current employee records database
- Organized and filed client documents
- Implemented new strategies and methods of organization for all previous records

### **MENS ACCESSORIES MANAGER, URBAN OUTFITTERS, MIAMI, FL**

MAR 2010 - APR 2012

- Supervised, trained, and developed employees
- Conducted group interviews with potential job candidates
- Carried out all weekly tasks i.e. send-sales, damages, inventory audits, markdowns, and orders
- Constructed and merchandised shop displays and mannequins
- Assisted with daily register operations

### **CREW MEMBER, CENTENO'S EAST, EAST LANSING, MI**

MAY 2006 - DEC 2008

- Operated cash register till and maintained FOH interactions
- Arranged and prepared entrees for order
- Contributed alongside fellow crew members to maintain cleanliness of the establishment

*References available on request.*