Sadegh Azizi

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# Objective

To embark on a challenging career to use my education and expand my experience.

# Education

## BUSINESS ADMINISTRATION Degree | Completion Date: In progress |

* Portland Community College

## High School Diploma | Completion Date: 2014 |

* West Linn High School

# Skills & Abilities

## Communication Skills

* Provides clear and concise information when inquiring, requesting, or giving instruction.
* Clear speaker with emphasis on punctuality.

## Methodical Approach

* Possesses a think-for-leap mentality, no reckless behavior.
* Meticulous in handling job functions and operations.
* Strictly adheres to policy and standards.

## Eager to learn and improve

* Always have been eager to learn new skills.
* Keen listener, reaffirms and confirms information.

## Longterm business exposure

* Have been involved to both the business and service environment from a young age.
* Have been working in an office environment since 2013.
* Knows how to be professional but genuine.

# Experience

## Website Coordinator/Office Clerk | Aria property management | jan 2013 – current

* Updated and added weekly new homes listings to company website with new photos and description.
* Made sure they were linked to over 10 different websites throughout the Internet for maximum coverage to potential tenants.
* Clerical work; answer phones, greet visitors, compile touring folders, research rental housing options for clients, running errands

## Courtesy Clerk | Safeway | November 2015 - Current

* Maintaining all functions across several departments simultaneously
* Heavy lifting, stocking, operating machinery, organizing, cleaning, locating items.
* Memorize all item and equipment locations for retrieval and use.
* Provide personal and genuine customer service.
* Independent problem-solving in face of uncertain situations.

# Seasonal Jobs

## Apparal | Sears Holding Company | September 2015 – December 2015

* Maintain and set up all displays and shelves within the store
* Organize all clothes by size, color, and brand
* Assist customers with locating desired products no matter which floor or section of the warehouse

Frontline Recruiter | MDC Research | July 2015 – September 2015

* Calls respondents to recruit for focus groups and surveys for Market Research
* Prepare and rehearse both speeches and introduction based on the current project, individual situation, demographic and modify accordingly to new information.
* Deal with an extremely widely diverse collection of people on a moment to moment basis and convince them to commit their time to partake in a telephone recruitment/survey.

## Courtesy Clerk | Wankers Country Store | may - august

* Multi-task position involving running the cash register, preparing hot and cold food, cleaning, dish washing, restocking shelves and storage.
* Interfacing with multiple varieties of people daily; learning to provide excellent customer service under all different kinds of situations and challenges.