

Zain Ahmed

2628 E. Walnut Ct. Woodridge, IL. 60517 | C. 630-915-7156 | ahmedzain2@yahoo.com

EDUCATION

Lewis University- Romeoville, IL

Bachelor of Aviation Administrative

Current GPA: 3.36

Expected: December 2025

College of DuPage - Glen Ellyn, IL

Associate of Science

GPA: 3.59

December 2023

Downers Grove North - Downers Grove, IL

High School (Diploma)

GPA: 3.40

June 2020

WORK EXPERIENCE

Kennedy Webster

Warehouse Associate

September 2023- July 2024

Downers Grove, IL

- Unpacking and organizing incoming shipments, and storing products in the correct location
- Picking and packing orders correctly, and loading boxes into trucks for shipment
- Inspecting products for defects or damages
- Operating warehouse equipment such as forklifts, reach trucks, and pallet drivers
- Keeping the warehouse clean and organized

American Eagle Outfitters

Brand Ambassador, Sales Lead,

May 2021- August 2023

Aurora, IL

- Quickly built ongoing customer relationships and became a trusted advisor by utilizing advanced selling skills and knowledge to meet the customer's needs.
- Process POS transactions, including checks, cash and credit purchases or refunds accurately.
- Help customers complete purchases, locate items, and join reward programs to promote loyalty, satisfaction, and sales numbers
- Help running the sales floor when managers are not on the sales floor
- Open and close business during business hours.
- Help interview future candidates

Express Factory Outlet

Sales Associate

Lombard, IL

July 2020 – April 2021

- Quickly built ongoing customer relationships and became a trusted advisor by utilizing advanced selling skills and knowledge to meet the customer's needs.
- Process POS transactions, including checks, cash and credit purchases or refunds accurately.
- Help customers complete purchases, locate items, and join reward programs to promote loyalty, satisfaction, and sales numbers

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Home Depot

Sales Associate

Darien, IL

May 2019 – December 2019

- Quickly built ongoing customer relationships and became a trusted advisor by utilizing advanced selling skills and knowledge to meet the customer's needs.
- Garden Associate: Help customers find merchandise and recommend additional products to improve sales numbers.
- Lot Associate: Provide excellent customer service by clearing out carts from the lots and assisting customers with heavy merchandise.

SKILLS

MS Office	Google Drive	Languages	Soft Skills	
Word <i>Advanced</i>	Docs <i>Advanced</i>	American/English <i>Native</i>	Adaptability	Problem Solving
Excel Experienced	Sheets Experienced	Urdu Conversational	Communication	Social skills
Outlook Experienced	Slides Experienced		Decision-making	Stress management
PowerPoint Experienced			Detail-oriented	Team player
			Organization	Time management
Other				

Track and Field

Shotput and Discus

Downers Grove North Highschool
Sophomore, Junior and Senior Year

- Athlete of the week every year
- West Suburban Conference Academic Achievement Award
- Personal Record improved 13 feet from sophomore to senior year