

# Charlemagne Reyes

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## EDUCATION

### **Contra Costa College - San Pablo, CA | Associate**

Biological Science/Business Administration

### **Contra Costa College - San Pablo, CA | Major Classes:**

Public Speaking

Crit Thinking and Writing

Business Law

Intro to Business

General College Chemistry 1

General College Chemistry 2

GPA:3.5

## PROFESSIONAL SUMMARY

A highly adaptable Business Admission major with excellent communication, reliable management, coordinated leadership looking for a challenging position as a Process Improvement Undergraduate Intern. Aiming to provide support to the marketing process improvement projects through utilizing efficient operation strategies, reliable time-management, and strong organizational skills. Ready to tackle on new challenges and start building for success.

## SKILLS

- Effective/Strong Communication skills
- Leadership Capabilities
- Customer Service skills
- Management Skills
- Adaptable

## WORK HISTORY

**AMAZON SHOPPER** | 09/2020 to 07/2021

**Amazon - Berkeley, CA**

- Cleaned containers, materials, supplies, or work areas, using cleaning solutions and hand tools.
- Completed over 200 orders per day
- Recorded product, packaging, and order information on specified forms and

records.

- Examined and inspected containers, materials, and products to ensure that packing specifications are met.
- Measured, weighed, and counted products and materials.
- Transported packages to customers' vehicles.
- Obtained, moved, and sorted products, materials, containers, and orders, using hand tools.

**FRONT END ASSISTANT MANAGER/CASHIER** | 02/2019 to 07/2019

**Target - Pinole, CA**

- Provided customer service by greeting and assisting customers, and responding to customer inquiries and complaints
- Increased work efficiency
- Directed and supervised employees engaged in sales, inventory-taking, reconciling cash receipts, or in performing services for customers
- Monitored sales activities to ensure that customers receive satisfactory service and quality goods.
- Performed work activities of subordinates, such as cleaning and organizing shelves and displays and selling merchandise
- Planned and prepared work schedules and keep records of employees' work schedules and time cards.
- Assigned employees to specific duties.

**ADDITIONAL INFORMATION**

- Awards & Honors: , Honor Roll for junior and senior year (2017-2019)