

# Eddie W

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## Experience

### **CONFERENCE ROOM AMBASSADOR | ABM INDUSTRIES, FACEBOOK OFFICE | AUGUST 2019 – JANUARY 2023**

- Prepare conference rooms for meetings; provide supplies for employees; flyer distribution in building.

### **SILVERWARE ROLLER | CHEDDARS SCRATCH KITCHEN | NOVEMBER 2017 – AUGUST 2019**

- Provide utensils to incoming guests; provide customer service.

### **STOCKING & MERCHANDISING | WALGREENS SOUTH | AUGUST 2016 – JULY 2017**

- Stocking: utilizing Texlon & Mylars technology to assure proper pricing and location; merchandise assistance; answering general inquiries; escalating customer needs.

### **PRACTICUM | EASTERN NEW MEXICO UNIVERSTIY-ROSWELL, HEALTH SCIENCE CENTER | JANUARY 2016 - JULY 2016**

- Front desk: greet customers; provide directions and connections; answer incoming calls and transfer between departments; prepare outgoing mail for distribution; sort and distribute incoming mail.

### **PRACTICUM | EASTERN NEW MEXICO UNIVERSTIY-ROSWELL, OCCUPTIONAL TECHNOLOGY CENTER | SEPTEMBER 2015 – DECEMBER 2015**

- Clerical errands; fax/scan/copy documents

## Education

**ASSOCIATES OF ARTS DEGREE | May 2023 | Austin Community College**

**CERTIFICATE OF TRAINING: STOCKING AND MERCHANDISING | July 2017 | ENMU, Roswell**

**CERTIFICATE OF TRAINING: OFFICE SKILLS | July 2016 | ENMU, Roswell**

**AMERICAN SIGN LANGUAGE: CONVERSATIONAL SKILLS**

**DIPLOMA | MAY 2015 | NYOS CHARTER SCHOOL**

## Activities

### **VOLUNTEER: ROUND ROCK PUBLIC LIBRARY**

- Re-shelving; stocking in alphabetic and numeric order; dust shelves' help keep reading areas tidy

### **TRANSITION PRESENTER: AUTISM SOCIETY OF TEXAS/ACCESS AUSTIN**

Present to parents and students about personal experiences transitioning into workforce; provide answers about college/work experience.