

# Alex Garza

Madison, WI 53715

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Authorized to work in the US for any employer

## Work Experience

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### **Sales Associate**

CVS Health-Madison, WI

March 2024 to Present

I am responsible for providing excellent service to any customer that walks into the store. I pick and pack online pick-up orders, work the register, and assist with promotional displays.

### **Sales Representative**

Express Employment Professionals-Madison, WI

March 2024 to August 2024

I was responsible for going to different businesses and inquiring about employment needs. I was tasked with communicating over emails and organizing meetings for potential clients. I visited upwards of 100 different businesses a week.

### **Assembler**

Hoffman Manufacturing-Madison, WI

May 2023 to January 2024

I was responsible for handling newly acquired parts and assembling large industrial display cases. This included operating basic power tools, and involved lots of hands-on work and building.

### **Hospitality**

Steinhafels-Madison, WI

January 2023 to September 2023

I was responsible for cleaning all common areas such as breakrooms, bathrooms, and front doors. I also cleaned each individual section of the store. I made sure to help any customer to the best of my ability and I was expected to greet every customer that walks by.

### **Warehouse Associate**

Trek Bicycle-Johnson Creek, WI

May 2021 to August 2022

I worked on the warehouse floor locating parts that needed to be shipped out in a timely manner. I had to navigate the large warehouse using a handheld scanner and had to prepare the parts into the right packaging for shipment. This was the most crucial takeaway from this job, as I had to ensure the packaging had all of the correct requirements, or the company would lose money and not be able to ship the parts.

### **Sales Associate**

Polo Ralph Lauren-Johnson Creek, WI

March 2020 to January 2021

I worked at Polo Ralph Lauren in the Johnson Creek Premium outlets as a sales associate. I often had to go find product in the back of house for customers as well as unloading shipment we received and organizing product in the back of house.

### **Busser/Food Runner**

Hi-way Harry's-Johnson Creek, WI

November 2017 to March 2020

I worked at the restaurant doing everything from washing dishes, preparing food, taking out trash, and cleaning tables. I also frequently had to interact with co-workers and work as a team to make sure food is ready for the customer and to keep stations running.

### **Truck Loader/Unloader**

Johnson Creek High School-Johnson Creek, WI

May 2016 to September 2016

When the high school was transferring to the newly built high school I worked with the staff packaging boxes and loading/unloading trucks.

## Education

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### **High school diploma**

Johnson Creek High School - Johnson Creek, WI

September 2016 to June 2020

## Skills

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- Customer service
- Retail sales
- Organizational Skills
- Communication skills
- Manufacturing
- Packaging
- Warehouse Experience
- Load & unload
- Cash handling
- Cleaning
- Retail Sales
- Basic Math
- Heavy lifting
- Inventory control
- Warehouse experience
- Sales
- Math
- Cashiering
- Assembly

- Load & Unload