**Xiomara M. Greene**

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**OBJECTIVE:**Obtain business skills for future use while working for your distinguished company/organization.

**PROFESSIONAL EXPERIENCE:**

**Wrigley Rooftops (Bartender)**

**April 2019- September 2019**

* Sanitized bar and bathroom areas before and after game times
* Served beer and wine to patrons 21 and over, and non-alcoholic beverages to children
* Stocked and restocked beverages periodically throughout the day
* Counted tips at the end of the game day before leaving the property

**COACH Factory Store (Sales Associate)**

**October 2018- January 2019**

* Replenished product on sales floor
* Assisted customers
* Greeted customers at front entrance

**BOSS- Hugo Boss Outlet (Support Staff)**

**June 2018-December 2018**

* Assisted customers
* Folded and processed product on sales floor
* Assisted keyholder in closing procedures
* Maintained fitting room foot traffic for loss prevention

**Ulta Beauty (Beauty Advisor)**

October 2017 to February 2018

* Handled cash register duties that did not require manager assistance
* Swept sales floor during winter months
* Mopped bathrooms and salon area after hours
* Dusted and shined display cases after hours and throughout the day

**Under Armour Chicago Brand House**(Replenishment Associate)

January 2015 to June 2017

* Processed clothing and other items for distribution on sales floor
* Swept back room floors and cleaned break room tables
* Translated Spanish for customers to non-Spanish speaking employees
* Conducted daily/weekly audits for accurate inventory procedures

**Wow Bao**(Crew Member)

April 2014 to August 2014

* + Cleaned Kitchen Area in agreement with company standards
	+ Prepared food in a clean and professional manner
	+ Cleaned dining area (sweeping, mopping, disinfecting)
	+ Washed windows and disinfected door handles and surfaces
	+ Handled Cash Register (count money, ring purchases)

**Old Navy**(Sales Associate)

August 2013 to June 2014

• Folded clothes

• Greeted customers

• Rang up purchases

**Chicago Public Schools** (Admissions Office Specialist)

October 2013-January 2014

• Answered phone calls

• Entered applications from incoming freshmen for next academic period

• Organized database for information provided by applicants for next academic period

**Puerto Rican Arts Alliance**(Internship)

July 2013 to Present

• Reception desk work (type e-mails, make copies, answer phone calls)

• Event planning

• Event serving

**Education:**

           Northeastern Illinois University:  August 2012 to April 2013

 Wilbur Wright College: August 2014 to September 2015

           **References:**

          Available upon Request

   **Special Skills:**

Proficient with Microsoft Office, Customer Service, Cash Register Trained, BASSET certified (available upon request), Social Media Communication, and fluent in Spanish.

