
Malik Alves

Business Administration

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SKILLS

I have skills that differentiate from having communication skills to assisting customers being a people person speaking to them over the phone. I am able to market and finance as well as perform other tasks dealing with organization or closing a sale.

EXPERIENCE

America Tax Help, Sunrise - *Customer Representative*

January 2021 - April 2021

- The job position and title held at this occupation was to provide customer representation to those whom needed assistance with work and representation regarding tax.

Nautica, Sunrise - *Lead Associate*

November 2016 - January 2017

- I worked on the sales floor allowing things to go as supposed to as well as replenished in stock, and others including cashier work.

Century 21, Sunrise - *Sales Associate*

October 2020 - May 2021

- I was to work as a cashier and on the sales floor speaking to customers and making sure that the store met their needs as well as felt comforted in the store. I then make sure to tidy and place the items as needed in the store and to make sales simultaneously.

Calvin Kleins, Sunrise - *Sales Associate*

March 2016 - October 2016

- I was to work on the sales floor assisting customers and & allowing things in the work place to go accordingly as supposed to, and flow as well as should. I also replenished and helped on the floor as needed.

Travel World Getaways, Coconut Creek - *Customer Representative*

Feb 2022 - June 2022

- I was to answer or make calls to customers over the phone so that they could make purchases on or for vacation packages for trips that they would like to go on or resorts that they would like to stay at. I was to make sure that there was good quality assurance as well as have good communication skills.

Take Me Away Getaways, Deerfield - *Customer Representative*

March 2023

- Produce good quality calls and to assist and close with customers who would like to go on vacation so that they could purchase something or their choice and within their range. I was to make sure they could figure something out a make a decision.

Edu First, Coconut Creek - *Customer Representative*

Feb 2023 - March 2023

- There my tasks were to make good calls as well as to inform and help people sign up for the schools that were there for them and with the options that they have enroll them into the colleges of their choice.

EDUCATION

Plantation High School, Sunrise - *Diploma*

August 2014 - June 2016

I was a good student. I excelled in classes as well as had extra curricular ones that would allow me to have existential knowledge and gain credits toward college as it went along.

AWARDS

I've gained awards in classes regarding business administration and those in the medical field as well. These included certificates that would allow me to gain credits towards college and allow me to excel and obtain honors associated with these courses. These included programs that would allow one to gain rank amongst people who are intelligent and could further schooling and career choices.