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| Tamara Reyes  *Administrative/Clerical* | 162 Bowers St  Jersey City NJ  07307  T: 201-878-7506  reyes07087@gmail.com |

**Professional Experience**

**Assistant Market Manager   2017-Present**

**Riverview Farmers Market, Jersey City, New Jersey**

* Assist with market operations from market set up
* Operate the market’s SNAP/EBT Food stamp Token Program
* Develop a positive relationship with vendors and customers
* Assist managers with market activities for each market

**Sales Associate**

**Goodwill Industries, Jersey City, New Jersey 2017-Present**

* Receive, store and issue floor merchandise
* Stock shelves, racks, and bins
* Sort and hang clothing
* Arrange merchandise displays to attract customers
* Periodically take inventory of merchandise

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| **CADC Counselor Intern** | **2015-2017** |

**New Pathways Counseling Services, Bayonne, New Jersey**

* Intern for the primary counselor and director, assisting them with support programs and community education for their clients, alcohol and drug counseling sessions, and urine test preparation.
* Provide administrative support to the office by entering client information on NJSAMS and RXNT database systems, manage client intakes and updating and organizing client confidential records on Word, demonstrate detail-orientation through email correspondence via Gmail by providing counselors with detailed counseling session reports for each client, and answering/routing phone calls.

                               

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| **Sales Associate** | **2013-2014** |

**Kohl’s Department Store, Trenton, New Jersey**

* Assisted customers with store products and merchandise inquiries.
* Managed inventory and shipping information for women apparel and footwear.
* Stocked and organized products on shelves.
* Cultivating successful relationships with retail customers.
* Ensuring that all customers receive excellent service through direct salesmanship, and prompt and courteous service.
* Attending weekly sales meetings.

**Education**

**New Jersey City University, Jersey City NJ-MS in Criminal Justice- Currently Attending**

**New Jersey City University, Jersey City NJ- BA in Special Education/Sociology, 2004**

**Hudson County Community College, Jersey City NJ -AA Early Childhood, 1996**

**Skills/Achievements**

**MS Word, Computer skills, Internet, Typing 40 wpm**