

# NISHAY SWINTON



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## PROFESSIONAL SUMMARY

Accomplished and energetic worker with a solid history of achievement in Retail, Hospitality and reception Motivated leader with strong organizational and prioritization abilities. Areas of expertise include talking, listening and Fast learning , very Hard working person who wants to succeed an become a boss one day with so much experience in multiple job backgrounds.

## SKILLS

- Speaking
- Judgment and Decision Making
- Complex Problem Solving
- Sales and Marketing
- Reading Comprehension
- Active Learning
- Communications and Media
- Active Listening

## EXPERIENCE

Temp agency , Aug 2019 - Current

IST Management Services , Bronx, Ny, United States

CMG( Constituency management group)

-mailroom :scanning, delivering packages throughout office) -

hospitality :cleaning a number of kitchens on individual floors)

J crew (clothing corporation/warehouse

-mailroom :scanning and tagging packages, tagging and shipping packages from the office to fedex, ups, DHL)

chanel ( fragrance and makeup corporation)

-Reception : Answering phone reserving conference rooms and booking meetings

British Airways (airline corporation)

- Receptionist : Booking meetings, Reserving conference rooms, Creating office events

MBIA (Insurance Corporation)

-Receptionist: answering clients, directing calls, booking meeting, reserving conference rooms

Patterson Belknap Webb & Tyler LLP ( law firm)

-Mailroom: tagging and processing incoming and outgoing packages

Care taker, May 2019 - Jun 2019

Babysitting , Bronx, NY, United States

-After school baby sitting ( Ages 6-12)

Homework preparation/studying

Outdoor activities

Dinner & Bath

Bed Time

Overnight: Restock, Sep 2018 - Mar 2019

Burlington, Bronx County, NY, United States

-organizing merchandise according to the holiday or season

-Pricing and tagging items in the store

-Bringing in pallets from a truck and breaking it down

-Processing handbags, clothes, toys, furniture, infant items then flowing them into divided sections of the store