




# EIDRYNE ENERIO


## CONTACT

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## SKILLS

- Friendly, positive attitude
- Teamwork and collaboration
- Dependable and responsible
- Organizational skills
- Active listening
- Organization and time management
- Verbal communication

## CERTIFICATIONS

- Microsoft Office Specialist (MOS) Certification

A hardworking and passionate job seeker with strong organizational skills, attention to detail, and a positive attitude, eager to secure an entry-level position in a dynamic and collaborative environment. Skilled in time management, teamwork, and effective communication, with a proven ability to adapt and thrive in fast-paced settings. Ready to contribute enthusiasm and dedication to help the team achieve company goals and deliver exceptional results.

## WORK HISTORY

January 2019 - October 2023

**Assistant Mom**, Mastic Beach, NY

- Contributed to a positive work environment with strong interpersonal skills and a proactive teamwork attitude.
- Worked closely with management to provide effective assistance for specific aspects of business operations.
- Boosted customer satisfaction by promptly addressing inquiries and resolving issues professionally.
- Facilitated smooth project execution by managing deadlines, resources allocation, and progress updates.
- Increased customer service success rates by quickly resolving issues.
- Opened and properly distributed incoming mail to promote quicker response to client inquiries.
- Organized and packaged customer orders with attention to detail, ensuring accurate and timely delivery.

## EDUCATION

Expected in May 2028

**Associate Degree Fashion Business Management**

**Fashion Institute of Technology**, New York, NY

## INTERESTS

- Fashion and Style
- Fashion
- Documenting and sharing travel experiences.
- Adventure Travel
- Personal Development and Self-Improvement
- Music
- I enjoy sketching and drawing, which helps improve my creativity and attention to detail.