



# KIVON RILEY

## ENTRY-LEVEL RETAIL ASSOCIATE

### CONTACT

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San Francisco, CA 

[LinkedIn](#) 

### EDUCATION

Diploma  
Lincoln High School  
2014 - 2018  
San Francisco, CA

### SKILLS

Customer-oriented  
Responsible  
Dependable  
Hardworking  
Teamwork  
Critical Thinking  
People Person

### CAREER OBJECTIVE

Hardworking, reliable entry-level sales associate, looking for the opportunity to provide exceptional customer service with an upbeat business like Fabric Outlet. As a delivery driver and hospital volunteer, I have built meaningful relationships with customers and patients, leading to positive outcomes.

### WORK EXPERIENCE

#### Delivery Driver

Moe's Pizza

2018 - current / San Francisco, CA

- Delivered ordered items to 100+ weekly customers while building rapport with customers upon delivery
- Managed multiple orders and planned out delivery routes to maximize efficiency
- Collaborated with 8 servers during slow times in the restaurant by cleaning tables and preparing drinks for customers as requested by servers
- Ensured customer payments matched 100% with receipt totals at the end of each shift
- Developed and implemented a "delivery-by-bike" program, saving 39% in fuel costs

#### Volunteer

Trinitas Hospital

2016 - current / San Francisco, CA

- Volunteered 5 hours each week as a patient transporter for 15+ clients
- Built relationships with patients to provide emotional support during their stay in the hospital
- Coordinated details with 18-person medical staff, ensuring patients were transported promptly
- Worked with head nurse in physical therapy preparation and education for 8 patients
- Engaged 11 long-term patients each week in an effort to boost morale and encourage spirits