

# Kivon Riley

## Entry Level Retail Associate

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Hard working, reliable entry level sales associate looking for the opportunity to provide exceptional customer service. In my roles as a delivery driver and hospital volunteer I have built meaningful relationships with customers and patients leading to positive outcomes.

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(123) 456-7890

San Francisco, CA

[LinkedIn](#)

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## Work Experience

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### Moe's Pizza

Delivery Driver

2018 - current | San Francisco, CA

- Delivered ordered items to customers in a prompt, accurate manner while building a rapport with customers upon delivery
- Simultaneously managed multiple concurrent orders and planned out delivery routes to maximize efficiency
- During slow times assisted servers in the restaurant by cleaning up tables and preparing drinks for customers as requested by servers
- At the end of each shift ensured total customer payments matched up with receipt totals

### Trinitas Hospital

Volunteer

2016 - current | San Francisco, CA

- Spend 5 hours each week volunteering as a patient transporter
- Quickly build relationships with patients to provide emotional support during their stay in the hospital
- Ensure patients are transported promptly and accurately by double checking where they are going with medical staff

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## Skills

- Customer Oriented
- Responsible
- Dependable
- Hard Working
- Teamwork
- Critical Thinking
- People Person

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## Education

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### Lincoln High School

Diploma

2014 - 2018 | San Francisco, CA