

Miguel Avila

Ogden, UT 84404

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(801) 800-6890

Professional Summary

Highly motivated and hardworking individual with a proven track record of reliability and adaptability. Known for quickly learning new skills, maintaining a strong work ethic, and contributing to team success. Bilingual

(English/Spanish) and authorized to work in the U.S.

Work Experience

Assistant Manager

Lids-Ogden, UT

October 2023 to Present

- Oversee daily operations, including cash handling and opening/closing procedures
- Provide exceptional customer service and resolve issues efficiently
- Train and supervise sales associates to ensure sales goals are met
- Maintain inventory accuracy and store merchandising standards

Mail Clerk

United States Postal Service-Ogden, UT

October 2021 to August 2022

- Sorted and processed incoming and outgoing mail efficiently and accurately
- Maintained confidentiality and handled sensitive documents
- Operated mail sorting equipment and performed physical labor with consistency

Data Entry Clerk

Ogden-Weber Technical College-Ogden, UT

September 2020 to December 2020

- Scanned, exported, and organized data with precision
- Ensured accuracy and confidentiality of all entered information
- Utilized Microsoft Office tools to support administrative tasks

Education

Bachelor's Degree in Business (In Progress)

Weber State University-Ogden, UT

August 2022 to Present

Technical school in Business

Ogden-Weber Technical College-Ogden, UT

October 2019 to December 2020

Ben Lomond High School-Ogden, UT

August 2017 to May 2020

Skills

- Time Management & Organizational Skills
- Communication skills
- Office Suite
- Cash handling
- Inventory Control & Merchandising
- Customer Service & Communication
- Customer service
- Sales
- Excel
- Cash Handling & POS Systems
- Microsoft Word
- - Data Entry & Typing
- Bilingual: English & Spanish