



## Nicolas Soto

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### Education

B.A. Graphic Design and Media Arts, Southern New Hampshire University, Manchester, NH, 03106  
A.S. Liberal Arts & Science, Rockland Community College, Suffern, NY, 10901

### Work Experience

2018- 2022

#### **Instructor - J.Y. Moon Taekwondo, Croton-on-Hudson, NY**

- Instructed all classes
- Manage Day to Day operations
- Provided daily transport for afterschool activities
- Managed and supervised Children
- Provided skills and tools for students personal growth
- Maintained clean safe environment during Pandemic

2016-2018

#### **Production Expeditor - Sigmund Cohn Corp., Mount Vernon, NY**

- Daily logs and transactions for inventory control
- Manage shipping and receiving department
- Renovated and improved shipping
- Expedite orders to meet customer demand
- Work with other departments to complete orders
- Maintain safe and productive work environment
- Work with small team to insure quality control

2013 - 2015

#### **Sales Representative – Polo Ralph Lauren, Monroe, NY**

- Customer service
- Proficient in merchandise inventory & stocking
- Reconciling cash receipts
- Received and processed cash or credit payments

### Skills:

Reliable, Critical Thinker, Quick witted, Strong communication skills, Fast learner and willingness to learn, Excellent teamwork capabilities, High-end fashion knowledge and Retail display design, Loss prevention of merchandise, Inventory control procedures. Management of children and people for organized events.

### Computer Skills:

Adobe Suite (Photoshop, Illustrator, In Design, Animate, After Effects) Auto-Desk Maya, Auto-desk Mudbox, Toon Boom Harmony, Microsoft Suite (Excel, Powerpoint, Word)