Charles Riehl
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(516) 415-4366
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**EDUCATION:
West Hempstead High School West Hempstead, NY**High School Diploma |June 1989
**Towson University, MA**Associates Degree in Business and Finance | April 1993

**SKILLS & ABILITIES:**-Staff Management

-Janitorial Equipment Familiarity
-Buffing and Waxing
-Detail Oriented
-Strong Interpersonal Communication Skills
-Great Time Management Skills

**Experience**

Four Vending Company

Sales Associate Manhattan|, NY 4/1993-1/2000

• Assessed customer's needs and provide assistance and information on product features
• Welcome customers to the store and answer their queries
• Recommended related products to increase customers' options and enrich the shopping experience
• Enhanced operational efficiency and productivity by managing schedules, accounts, budgets, and costs
• Promoted special sales, offers and awareness of store loyalty program
Maintained an orderly appearance throughout the sales floor
• Increased sales by cross-selling products

Vision Optical Island Park, NY 2/2000-12/2008

Supervisor

-Managed the workflow of their employees, creating team schedules and delegating tasks
-Provided quality service by enforcing quality and customer service standards
-Maintained safe and healthy work environment by establishing and enforcing Quality standards and adhering to legal regulations.
.set goals for workers and making sure they comply with the company’s plans and vision
-Recommended new employees to the human resources team based on an assessment c performance
-Ensured that business goals, deadlines and performance standards are met