

# Alessandro Arroyo

Chesapeake, VA 23324

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Authorized to work in the US for any employer

## Work Experience

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### **Nike Athlete**

NIKE-Norfolk, VA

February 2025 to Present

- Maintain Clean Workspace
- Inventory and Shifting
- Use Of Nike Applications
- Greet Consumers
- Able To Help and Guide Consumers
- Unload Truck and Materials
- Cashier

### **Fence Builder**

Superior Fence and Rail-Norfolk, VA

September 2024 to December 2024

- Build Orders Required For Following Week
- Maintain Clean And Orderly Workplace
- Use Of Heavy Machinery And Equipment
- Forklift Qualification
- Multitasking Orders
- Set A Work Schedule For The Week

### **Aviation Ordnanceman**

US Navy-Norfolk, VA

January 2020 to September 2024

- Third Class Petty Officer
- Entrusted With Training New Sailors In Flight Deck Proficiency
- Entrusted With Making Schedules For Watches
- Forklift Qualifications
- Security Qualifications
- AA&E Qualifications
- Entrusted With Maintaining Security Around Multi Million Dollar Assets
- Accounting For Every Item Through Inventory

### **Yeoman (Administrative Assistant)**

US Navy-Pensacola, FL

March 2020 to June 2020

- Organized Paperwork
- Received And Transferred Phone Calls
- Keep Records Up To Date
- Maintained Orderly Conduct Around Workspace
- Kept Area Clean And Free Of Mess
- Multitasked On Multiple Task At Once
- Closing Shift

## Education

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### **Bachelor's degree in Cybersecurity**

Old Dominion University

January 2025 to Present

- Enrolled Currently
- First Year

### **High school diploma**

Morristown East High School-Morristown, TN

August 2015 to May 2019

## Skills

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- Microsoft Excel
- Communication skills
- Sports coaching
- Organizational skills (3 years)
- Forklift
- Childcare
- Hospitality
- Microsoft Word
- Phone etiquette (3 years)
- Shipping & Receiving (5 years)
- Customer service
- Warehouse Experience (4 years)
- Construction (1 year)
- Assembly (5 years)
- Retail sales
- Teaching
- Order Picking
- Military Experience
- Sales
- Machining

- Physical education
- Experience with children
- Microsoft Office
- Time management (5 years)
- Front desk (1 year)
- Computer skills
- Load & unload
- Packaging
- Materials Handling

## Languages

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- English - Fluent
- Spanish - Fluent

## Military Service

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**Branch: United States Navy**

Service Country: United States

Rank: Petty Officer Third Class

January 2020 to September 2024

## Certifications and Licenses

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**Forklift Certification**

**Secret Clearance**

**Driver's License**

## Additional Information

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- Bilingual