

# Marcella Valdez

4627 Tuttle Drive, Rocklin, CA 95677      (916) 501-2389

Banquet Server

Employment:

*Zales Jewelers, Roseville CA*

*2009 - Present*

Sales Consultant

- Engaging customers in conversation to understand their needs and objectives. Present merchandise with features and benefits.
- Support sales reps in opening new accounts and upgrading existing service, and offering extended services plans to customers.
- Quickly and effectively solve customer challenges.
- Maintain quality and inventory control. Constantly seeking new ways to improve customer service.

*• Sun City Lincoln Hills, Lincoln, CA*

*2010 -Present*

Banquet Server

- Providing excellent customer service for the residence of Lincoln Hills and outside catering events such as: company functions, private parties, weddings, retirements, and other community indoor and outside functions.

*United States Air Force Reserve, Beale AFB, CA*

*2009-Present*

Services

- Welcoming and providing activities and services in lodging, fitness, food, and readiness, active duty, retired military members, civilian DOD employees and their family members. Air Force way of life.

*Chick-Fil, Arden, CA*

*2005-2008*

Marketing Director

- Working with the Director in the community of Arden in Sacramento, CA
- Partner up with local school, business, small business to provide fundraisers, promoting and marketing for Chick-Fil with local Elementary, Middle, High school and Universities, business, and Corporations and other charity foundations.

*Lions Gate Hotel MCClellan, CA*

2005-2009

**Banquet Server**

- Assisting the Banquet Manager and Banquet Captain to provide excellent customer service for guest and family members and hosts for catering events function such as: weddings, retirements, private parties, company functions, company workshops, and family memorials or wakes.

*Equipment Coordinator-Maloof Sports and Entertainment,  
Sacramento CA*

1999-2005

**(Seasonal) Assistant Equipment Coordinator, Ball Person**

- Assisting the Equipment Manager with daily practices and inventory, equipment, and game nights.

**April 2003-Octoer 2004 Equipment Coordinator**

- Establish relationships with vendors such as Nike, Reebok, and Gatorade, Spalding, to ensure athletic apparel and equipment for the team athletes, coaching staff, staff, and employees.
- Maintained all inventory of uniforms, equipment, for all players and staff members.
- I assisted, the Basketball of Operations Manager of the team with coordinating with front office staff on events, player appearances, and travel itineraries and managed petty cash and logistics for road trips.
- Also managed, trained, and supervised staff of eight to nine locker room attendants to work on game events

**Education** *Cosumnes River College Sacramento, CA* 2000  
AA General Education

*Norte Dame de Namur University, Belmont CA* 2004  
Bachelors of Arts in Communications

**References Furnished Upon Request**