

**Tiffany Romano**  
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**CAREER GOAL:** To gain knowledge and experience in a dynamic office environment as well as preparing myself for a future in accounting.

**WORK EXPERIENCE:**

Wendy's  
Sacramento, CA  
August 2013 - January 2015

Responsibilities:

- Perform sales transactions
- Front of the house customer service
- Assisted in preparing the restaurant for opening and closing

Cultivapors Vape Shop  
Sacramento, CA  
May 2015 - Present

Responsibilities:

- Perform sales transactions
- Provided customers with advice and explanation for products
- Assisted in investing shop income for product to put into the shop
- Front of the house customer service
- Phone customer service
- Assisted in maintaining the store's business records
- Performed Assistant Manager duties

**EDUCATION:**

Sacramento City College  
AA in Business, transfer to a four-year to gain BS in Business  
2013 - Present

Franklin High School, Elk Grove CA  
High School Diploma  
2010 - 2014

## **RELEVANT SKILLS:**

- Excellent organizational skills
- Ability to adapt to new tasks/environments
- Willingness to learn new tasks and skills
- Attention to small detail
- Excellent communication skills
- Leadership skills
- Ability to take action and follow through

## **ORGANIZATIONS:**

- Poly Club
  - Positions Held
    - Board Member
      - Hosted events
      - Lead other members in learning the choreography
      - Set up ways to fund the organization
      - Kept track of the funds and learned when to use it

## **REFERENCES**

- Arnold LeGarda
  - Owner/Manager at Cultivapors
    - (916) 869-5581
- Ella Ramos
  - Certified Public Accountant
    - (916) 995-2909
- Russell Stephen
  - Manager at Wendy's
    - (916) 600-0198