

Theresa Spulecki

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EDUCATION

- May 2016 **CALIFORNIA STATE UNIVERSITY LONG BEACH**
Bachelor of Art in Psychology, Minor in Women's, Gender, and Sexuality Studies
GPA: 3.5
- May 2014 **LONG BEACH CITY COLLEGE**
Associates in Psychology
GPA: 3.0

EXPERIENCE

- July 2017–Present **LISA'S BON APPETIT**-Torrance, CA
Event Coordinator
- Manage all aspects of the event planning process, including collaboration with subcontractors, venue identification, menu development, printing and design of materials and budget tracking.
 - Build and maintain local client base by efficient collaboration, sales calls, and networking groups.
 - Meet a minimum monthly quota of events sales.
- April 2007–July 2017 **OLIVE GARDEN**- Cerritos, CA
Hostess/Server
- Demonstrate genuine hospitality while greeting and establishing rapport with guests.
 - Guide guests through menus while providing knowledge of food, beverages, and ingredients.
 - Proactively prepare for large parties and reservations, anticipating planning and staffing needs.
- May 2012–June 2015 **SAINT ANTHONY HIGH SCHOOL**- Long Beach, CA
Assistant Cheerleading Coach/Advisor
- Responsible for cheer program and cheerleaders.
 - Duties included choosing new members, team choreography, practice sessions, maintaining and teaching safety, conducted fundraisers, coordinated with school officials and coaches, parent involvement and resolved conflict.

INTERSHIP

- Better Learning for All Students Today (BLAST)
 - Duties: Mentoring and tutoring services for elementary school students

SKILLS

- Self-motivated -Exceptional listener and communicator who effectively conveys information verbally and in writing
- Customer Service savvy -Tolerant and flexible to different situations -Decision making, critical thinking, and organizing
- Experience in strategic planning
- Computer: Proficient in QuickBooks, Microsoft Word, PowerPoint, and Excel

REFERENCES

- Crystal Martinez, St. Joseph Hospital, Registered Nurse, (562) 355-5439, crystalcal_15@hotmail.com
- Jackie Noriega, Trainer, Olive Garden, (562) 916-5112, jacqueline.noriega@gmail.com
- Christina Cervantes, Accountant, Dudes Brewery, (208) 550-5773, christinacervantes@live.com