

# 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.

## INTERNSHIP

- 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