

Riley Nicole Rutigliano

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EDUCATION

University of Tampa, Tampa, FL Expected: May 2026
Major: Bachelor of Science Cyber Security // Minor: Computer Science
GPA: 3.8

WORKEXPERIENCE

The Goddard School of South Tampa, Tampa, FL September 2024-Present

Academic Support Assistant

- Delivered specialized academic support to students requiring additional instruction in literacy and numeracy, using data-driven strategies to improve student outcomes
- Collaborated with classroom teachers to develop and implement individualized education plans (IEPs), ensuring that lessons were adapted to meet diverse learning needs

University of Tampa, Tampa, FL January 2024-Present

Administrative Supportive Specialist

- Handled a high volume of inquiries, both in person and via phone, providing accurate information and resolving issues promptly
- Demonstrated strong time management and multitasking abilities in a fast-paced academic environment.
- Matched students with appropriate tutoring resources, ensuring personalized and effective academic support
- Maintained detailed records of student attendance and session outcomes, contributing to the center's performance metrics

University of Tampa, Tampa, FL December 2024-May 2024

Peer Tutor: Business and Computer Science

- Provided one-on-one and group tutoring sessions in Business and Computer Science, simplifying complex concepts and improving student comprehension and performance
- Developed customized learning strategies to meet individual student needs, resulting in enhanced academic outcomes and increased confidence in coursework

Chefs of NY

Counter Service August 2018-Present

- Delivered superior customer service and developed relationships with existing and new customers
- Utilized strong problem-solving skills to address and resolve customer issues, maintaining a focus on data accuracy and privacy
- Managed and prioritized multiple customer orders efficiently, showcasing strong organizational skills in a high-pressure environment
- Demonstrated effective communication skills while maintaining customer satisfaction and operational efficiency
- Onboarded and mentored new employees, providing guidance and support to help them acclimate to their roles, which led to improved performance and team efficiency

LEADERSHIP EXPERIENCE

Sigma kappa Sorority, University of Tampa January 2024-Present

Director of Continuous Open Bidding

- Led and coordinated the continuous open bidding process, driving the recruitment of new members and ensuring alignment with sorority values and membership goals

- Developed and executed strategies to successfully increase new member recruitment by 15% by managing all aspects of the Continuous Open Bidding process
- Organized recruitment events and information sessions to engage potential new members, ensuring a welcoming and inclusive environment

SKILLS

- Microsoft Office Suite
- Python and Java Programming
- Proficient in leadership, mentorship, and problem-solving
- Adaptable, ability to work under pressure, dedication, teamwork, creativity, and punctuality • Organized and able to time manage