

Tiffany Cristobal

Henderson, NV 89012

(702) 326-4721 | tc4629@gmail.com | [in](#) tiffany-cristobal

Education

Nevada State College

Bachelor of Science in Business Administration
Minor in Psychology

Henderson, NV
May 2020

Experience

School Support Staff/TROOP

Office Manager

Las Vegas, NV
August 2017 – March 2021

- Administer payroll processing using internal processing software.
- Create and modify bills and invoices for accounts payable/billable through QuickBooks.
- Provide a 95% fill rate for covering vacancy positions in clientele system.
- Assist in recruiting events such as career fairs and present at schools.
- Assist create deck presentations, booking travel and scheduling group meetings.
- Handled administrative duties including contract requests, payments, expenses, maintaining calendars, answering phone calls and emails, and creating & maintaining spreadsheets.

R & R Partners

People & Culture Intern

Las Vegas, NV
November 2019 – April 2020

- Maintain, organize, and file all employee records through Laserfiche software.
- Assist with project management in onboarding/offboarding practices through Webvantage.
- Document management procedures including filing and scanning.

Nevada State College, Career Services Center

Career Mentor

Henderson, NV
August 2019 – May 2020

- Provide phenomenal customer service to all walk-in and call-in customers.
- Mentor individuals on resumes and cover letters by coaching on how to effectively craft them.
- Assist individuals with job and internship searches using tools such as Handshake and LinkedIn.

Geek Squad, Best Buy

Consultation Agent

Las Vegas, NV
September 2015 – August 2017

- Received “Agent of the Month” reward for selling the most warranties by 30%.
- Managed inbound and outbound phone calls to help maintain records of vendors as well as, partner with 3rd party vendors and internal Core Services Depots.
- Monitored and scheduled appointments as well as handle walk-in clients.

Sabakon Anime Convention

Director of Registration

Las Vegas, NV
June 2014 – November 2017

- Recruited, managed and trained 20 people by creating training modules and programs.
- Provided leadership and supervision to team in exceeding sales goals by 10-15%.
- Streamlined and implemented registration procedures to facilitate faster client turnaround time.
- Liaised between Accounting department and Executives, and coordinate on-the-ground logistics for publicity tours, conventions, and other events.

Extracurricular Activity

Society of Advancement in Management, Nevada State College

Director of Marketing

Henderson, NV
August 2018 – May 2018

- Handle social media platforms such as Instagram and Facebook.
- Design all promotional materials for events, as well as SAM gear including T-shirts, hats, accessories, etc.

Skills

- Proficient with Intuit Quickbooks and Microsoft Office Suite.