

Stephany Cartney

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EDUCATION

San Diego Mesa College

Associates for Transfer: Biology

San Diego, CA

August 2021- Present

San Diego High School

High School Diploma

San Diego, CA

September 2016- June 2020

- Awards: JROTC Academic Achievement (2016-2017), AP Scholar

LEADERSHIP EXPERIENCE

County of San Diego

Department of Environmental Health and Quality Intern

San Diego, CA

January 2022- Present

- Perform clerical duties, maintain and update sensitive information and routed incoming mail and database systems
- Utilized a strong sense of judgment and discretion while interacting with disgruntled customers
- Data entry, digitizing sensitive files as well as performing other duties and projects

Do Something Club

Vice President/Public Relations Officer

San Diego, CA

September 2018- June 2020

- Researched, planned and executed recruitment and retention plan that led to the club doubling in size and increasing member participation
- Directed all communication, organizing public events, and increased club recognition throughout the school
- Multitasking organizing public relations while simultaneously making executive decisions in the absence of the president

Junior Reserve Officers Training Corps (JROTC)

Staff Adjutant Officer

San Diego, CA

June 2017- June 2018

- Collected, consolidated and maintained the qualification records, demerit/merit record and personnel files of over 400 cadets on a daily basis.
- Plan, prepare and publish all orders necessary for the operation of the battalion in a prompt and timely manner.
- Contributed to a 25% increase in retention rate through excellent recommendations to improve morale and overall welfare of cadets.
- Spear-headed efforts that led to a 15% increase in cadet participation in afterschool activities

PROJECT/COURSE EXPERIENCE

MEHKO Presentation

San Diego County-DEHQ

San Diego, CA

February 2022

- Under the guidance of a mentor, utilized interpersonal skill to assess the audience in order to deliver an engaging exhibition

Training Manuals

San Diego County-DEHQ

San Diego, CA

January 2022

- Researched, Collected and compartmentalized required information to in order to create an engaging training manual

Customer Service Fundamentals

Coursera

Remote

August 2021

- Explored the importance of maintaining a positive tone and building rapport while communicating with customers.

SKILLS/INTERESTS

Skills: Microsoft Office (Excel, Word, Powerpoint), Google suites

Interests: Dancing, Diy Projects, Baking, Learning new languages