

# Samantha Camerlengo

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## Work Experience

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### **Bartender (Seasonal)**

Ludlam Bar and Grill - Sea Isle City, NJ

May 2022 to Present

### **Social Media Coordinator (part-time)**

Sea Isle Realty/ Landis CO - Sea Isle City, NJ

October 2021 to Present

Create content for Social Media Accounts

Take, Edit, Upload photos to websites

Create lists of work for other employees

### **Assistant Manager/Property Manager**

Shorebreak Realty - Sea Isle City, NJ

April 2019 to December 2022

- Greeted customers warmly and genuinely
- Answered incoming calls, took messages
- Collected rent payments and security deposits
- Maintained the visual appearance and condition of properties to attract and keep tenants.
- Enforced leases
- Scheduled maintenance for repairs
- Faxed, copied, and scanned documents
- Kept up-to-date records on file
- Helped with all questions and complaints
- Gather Photos from events
- Come up with ideas for social media posts
- Assist in managing calendars of events
- Help with event set-up
- Study competition
- Organize all files and content
- Order office supplies

### **Server- seasonal**

Bracas - Sea Isle City, NJ

September 2018 to October 2020

- Provided pleasant, friendly, and responsible service
- Handled a high volume of customers regularly
- Maintained knowledge of the menu
- Took and memorized orders

- Served food
- Cleaned and set tables
- Handled money
- Kept the restaurant clean and sanitary
- Gave large parties
- Cash safe and closing duties
- Worked in a fast-paced environment
- TIPS certified
- Took out trash
- To-go orders

### **CNA - Certified Nursing Assistant**

Brookdale Senior Living - Cape May Court House, NJ  
October 2018 to April 2019

- Provided patients/residents with care and companionship
- Recorded vital signs
- Aided residents with personal hygiene
- Managed a variety of daily activities including dressing, Bathing, feeding, and walking
- Aided in lifting residents when necessary
- Repositioned residents as needed
- Documented all care
- HIPPA privacy experience
- Performed oral care for residents
- Aided in transferring residents

### **Server**

Steve's Grilled Cheese and Quesadilla Company  
May 2012 to October 2017

Seasonal

1. Serve customers
  2. Answer phones
  3. Deliver when needed
  4. Cook when needed
- Handled a high volume of customers regularly
  - Took orders
  - Delivered orders
  - Maintained table cleanliness
  - Processed transactions
  - Gave large parties
  - Cash safe and closing duties
  - Line cook
  - Stocked restaurant supplies
  - Covered for multiple employees if needed
  - Prepped orders
  - Worked in a fast-paced environment
  - TIPS certified
  - Trained new team members
  - Took to-go orders

## **CNA - Certified Nursing Assistant**

Oceana Rehabilitation and Nursing Center

July 2016 to July 2017

- Provided patients/residents with care and companionship
- Took vital signs
- Bathing residents
- Changed bed linens
- Helped residents with ADLs: dressing, grooming, ROM exercises, feeding, and bathing
- Repositioned residents as needed
- Documented all care
- Complied with HIPPA guidelines
- Emptied bedpans
- Performed oral care for residents
- Aided in transferring residents

## **Teller**

Wells Fargo

June 2013 to May 2014

1. introduce customers to new products and services, and generate leads
2. Responsible for maintaining and balancing a cash drawer.
3. Processes customer transactions within established guidelines.
4. Identifies and makes sales referrals, recommends alternate channels, cross-sells bank services and products for Wells Fargo partners
5. Provide excellent customer service
6. Other Duties may include safe deposit, merchant/vault, ATM processing, bonds and coupons, foreign currency and night drop.

## Education

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### **Associate in Science (AS)**

Atlantic Cape Community College

2018 to August 2022

Ocean City High School - Ocean City, NJ

2013

## Skills

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- Real Estate
- Data Entry
- Customer Service Skills
- Receptionist
- Microsoft
- Microsoft Word

- Microsoft Office
- Organizational Skills
- Clerical
- Inventory
- Outlook
- Excel
- Social Media Marketing
- Filing
- Cash Handling
- Computer Skills
- Social media management
- Communication skills
- Photography
- Digital marketing
- Social media management
- Photography
- Bartending
- Adobe Photoshop
- Office Management
- Serving Experience
- HTML5
- CSS
- JavaScript
- User Interface (UI)
- Web Development
- GitHub

## Certifications and Licenses

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### **Real Estate License**

## Additional Information

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Currently attending Rutgers bootcamp part-time for Coding/Web Development.