

Tevin Perez

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Summary of Qualifications

- 7 years of experience providing high quality customer service in retail and residential settings
- 4 years of experience filing/organizing company information physically and virtually with various software.
- Proficient in Microsoft Excel, Word, Adobe Photoshop, Salesforce CRM.
- Fast learner, reliable, positive disposition, strong interpersonal skills, self-starter, and focused.

Professional Experience

IT and Data Associate

Red Rabbit LLC

2012 – Present

New York, NY

- Managed daily operations and production orders for food programs and caterings serving more than 20,000 students/adults within the metro area.
- Managed cloud database and CRM platform to organize information from school contracts, parent and student profiles, administrative contacts, and production schedules.
- Generated and distributed comprehensive daily reports for clients, kitchen teams and operations using Microsoft Excel, Word, Adobe Photoshop and more.
- Photographed, video recorded, and edited educational lessons/field trips, staff meetings, and catering merchandise.

Waiter/Server

Risotteria Restaurant

Fall-Winter 2015

New York, NY

- Perform various floor tasks such as greeting and seating guest, taking orders, and preparing side dishes and drinks for upwards of 200 guest daily.
- Assisted floor manager with opening/closing store, and re-stocked wine shelves, beverage fridges, and various other places necessary for smooth shifts.

Busser/Runner

BarBacon

2014 - 2015

New York, NY

- Performed various floor tasks including delivery of food and merchandise, taking orders, preparing/resetting tables for eating, and welcoming/ seating guest.
- Opened/closed restaurant which included cleaning and restocking front of house and stock rooms, and assisting with bar/kitchen tasks.

Intern Energy Auditor

Energy Paradiso

2011 - 2011

New York, NY

- Performed in-home energy audits to find opportunities for savings and informed owners of viable options.
- Made follow-up calls to generate business and maintained client/potential client database.

Education

High School Diploma

Urban Peace Academy

2008

New York, NY