

IT Manager/ Project Coordinator IT Manager/Project Coordinator Simi Valley, CA Work Experience
IT Manager/ Project Coordinator Shapiro & Sons Inc - Newbury Park, CA April 2017 to August 2018
Analyzed 5 companies to help in the decision of which product/company to go with Designed the
company website using Wix, resulting in a more interactive interface Recorded and reconciled 50+
invoices a week through QuickBooks Created and organized two spread sheets a week by making
charts in excel, resulting in better understanding of data by management Party Coordinator The
Stadium - Westlake Village, CA April 2017 to August 2018 Organized party room layout to meet
customer's expectations Led party activities such as soccer, laser tag, and dodgeball for 12-20
children Trained 5 employees successfully on how to set up as well as run laser tag Increased
customer satisfaction while keeping to a strict 2-hour schedule Employee Jersey Mikes - Thousand
Oaks, CA July 2016 to March 2017 Employee Crafted 30+ sandwiches an hour according to
customer's needs Prepared all food orders within a 30 second time frame Demonstrated integrity
and honesty while interacting with guests, team members, and managers Cleaned and sanitized
work areas, dishes, and utensils Education Bachelor of Science in Business in Finance &
Accounting Co Indiana University, Kelley School of Business - Bloomington, IN May 2022 Kelley
School of Business Skills Payroll, Quickbooks, Excel, Scheduling

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