**Alessandro Medina**

**almedina@csumb.edu**

**707-703-6810**

**Career Objective**

Gain experience in a professional environment, to prepare me for my career in the field after graduation.

**Experience**

**Account Clerk,** *March 2018-Current*

**Esalen Institute-**Carmel, CA

Assistant in account payable, payroll, and tax form preparation. Took on various project assigned by the CFO and Controller. Assisted in transitioning the manager to having a purchase order log and was responsible for the creation and maintenance of those excel workbooks.

**Front Desk Student Assistant/ Housing Financial Coordinator Student Assistant,** *August 2017- Current*

**CSU Monterey Bay Housing and Residential Life Office-** Seaside, CA

Handle official student documents, answer phone inquiries, and handle any resident issues/concerns. Also create ProCard audits for all housing staff. Create and maintain budget spreadsheets for the department.

**Barista/ Barista Trainer,** *September 2014- February 2018*

**Starbucks**- Santa Rosa, CA/ Monterey, CA

Responsible for preparing drinks and products to the Starbucks standards. After nine months of working with the company, I was asked to become a Barista Trainer. I was trained to coach and teach new baristas to perform the job effectively and to be an example to other baristas.

**Front Desk Agent/Reservationist,** *December 2015- August 2016*

**Two Thirty-Five Luxury Suites**- Healdsburg, CA

Responsible for handling reservations and handling phone calls. Making sure that guests get checked in, and assist with luggage and information about the area including wineries, tasting rooms, and restaurants located in the downtown Healdsburg area.

**Innkeeper/Concierge,** *June 2012- February 2014*

**Honor Mansion-** Healdsburg, CA

Performed concierge services for a Four Diamond, 13 room wine country resort. Answered department telephone calls within four rings, using correct salutations and telephone etiquette. Recommended top dining and entertainment options for guests in the Healdsburg area.

**Highlights**

* **Vice President of Admin. and Finance of CSUMB Residential Housing Association,** *Current*
* **President of CSUMB North Quad Area Council**, *Fall 2016- Spring 2017*
* **Vice President of CSUMB Pride Club**, *Fall 2016-Spring 2017*
* Staff motivation and training
* Exceptional customer service
* Excellent communication skills
* Superb interpersonal skills
* Proficient with Microsoft Office, including Microsoft Excel

**Education**

**California State University Monterey Bay:** Fall 2016- Current

B.S. Business Administration, dual concentrations in Accounting and Information Systems Management

Expected graduation date, Spring 2019

**Santa Rosa Junior College:** General Education, 2016