

# Cedric Valencia

Pasadena, CA | (626) 252-7663 | cedric.valenciaa@gmail.com

## EDUCATION

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**Economics/Accounting Major at Pasadena City College**

Expected Graduation: June 2027

**Intended Transfer Major: Accounting/Economics**

## EXPERIENCE

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**Accounting Tutor/Embedded Assistant, Pasadena City College, CA**

Expected Start - Fall 2025

- Selected by accounting faculty to serve as a tutor during office hours and in-class assistant for accounting courses
- Assist students during lectures and reinforce key accounting concepts
- Supported peer learning through one-on-one guidance and clarification of lecture material

**Tpumps, Pasadena, CA**

August 2024 - Present

**Lead Supervisor (28-38hrs/week)**

- Supervise daily operations and manage a high-performing team.
- Oversee cash handling, including daily cash reports and reconciliation, ensuring 100% financial accuracy.
- Coordinate catering orders and generate detailed reporting for large-scale events and clients.
- Facilitate transparent and proactive communication across team members and management, aligning operations with business goals.
- Balance multiple responsibilities while working 28–38 hours per week, totaling over 800 hours of service.

**Startup Secondhand Clothing Business, San Gabriel, CA**

Jan 2022 - Aug 2024

**Founder**

- Built and branded a sustainable fashion initiative focused on secondhand donations and eco-conscious clothing practices
- Implemented Excel to track revenue, expenses, and profit-sharing with partners
- Developed simple profit-and-loss statements to monitor business performance and inform decisions

## SKILLS | INTERESTS

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**Technical:** Microsoft Excel, Basic Financial Reporting, Website Creation (HTML, Wix), Email Marketing

**Languages:** Fluent in English; Proficient in Spanish; Conversational in Tagalog

**Interests:** Jazz music, Cafes, Watches, Car culture, Fashion, Hiking