

Cedric Valencia

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CAREER OBJECTIVE

Driven college student exploring the accounting field with a strong interest in audit and goal of CPA certification. Experienced in leadership, data management, and financial reporting, with active involvement in accounting classes and business clubs. I am excited to apply skills and eager to learn in a professional accounting environment through an internship.

SKILLS

Technical	Professional
<ul style="list-style-type: none">• Microsoft Excel• Basic Accounting• Data Organization• Financial Reporting & Cash Handling• Website Creation (Wix & HTML)	<ul style="list-style-type: none">• Leadership & Team Management• Sales Experience• Digital & Verbal Communication Fluency• Email Marketing• Spanish (Proficient)• Tagalog

WORK EXPERIENCE

08/2024 - Present

Lead Supervisor, Tpumps, Pasadena/Monrovia, CA

- **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 20–32 hours per week, totaling over 800 hours of service

01/2024- Present

Founder, Start-Up Second Hand Clothing Business, San Gabriel, CA

- **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
- **Designed marketing flyers** and **digital communications** to promote
- **Strengthened** outreach partnerships and oversaw donation inventory

EDUCATION

08/2024 - Present **Pasadena City College** , Economics/Accounting for Transfer

References available upon request.