

Cedric Valencia

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

EDUCATION

Economics/Accounting Major at Pasadena City College

Expected Graduation: June 2027

Intended Transfer Major: Accounting/Economics

EXPERIENCE

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

SKILLS | INTERESTS

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