

# MARIA DAMIAN

mdamian17@outlook.com | 816-482-2469 | Kansas City, MO

## SUMMARY

---

Solution-oriented professional with experience in design, data entry, administration, and customer service. Eager to adapt to new roles and take on different challenges. Known for proactively enhancing workflows to increase productivity. Fluent in English and Spanish.

## PROFESSIONAL EXPERIENCE

---

May 2023 to October 2024 — Kansas City, Missouri & Overland Park, KS

### **Restaurant Supervisor; Cashier**, Tiki Taco

- Managed the day-to-day operations of the business: opening/closing responsibilities, vendor relations, inventory management, and cash accuracy.
- Supervised staff to ensure daily goals were met, in food/beverage production and cleanliness.
- Interacted with guests to ensure satisfaction and responded to feedback to resolve conflicts.
- Entered invoices in Excel spreadsheets to allow for accurate budgeting.

July 2022 to March 2023 — Kansas City, Missouri

### **Administrative Assistant**, Contigo Centro Legal

- Processed incoming leads and scheduled in-person meetings to onboard clients.
- Worked with two data-entry software to provide support internally and externally.
- Handled high-volume phone traffic from business partners, opposing counsel, and new or existing clients and redirected and assisted in the best way possible.
- Maintained organization of inbound and outbound payments for the resolution of cases.

October 2021 to July 2022 — Kansas City, Missouri

### **Inbound Specialist**, Target

- Processed merchandise and prepared it to create visually appealing product displays.
- Assisted customers while on the sales floor or paged other departments to ensure satisfaction.
- Expedited order fulfillment and resolved issues regarding low or out-of-inventory items.
- Efficiently maintained inventory stocked and organized to ensure products were readily available to meet customer demand.

February 2015 to August 2021 — Shawnee, Kansas

### **Marketing Communications Specialist; Marketing Assistant; Marketing Intern**, Bank of Labor

- Designed brand-specific and cohesive campaigns to drive up deposits and loans.
- Collaborated with multiple teams to assist a web development company in creating a new modern website and maintained that website by learning multiple new systems.
- Took on developing in-house program advertisements for various philanthropic events.
- Coordinated the design and production of marketing and informational materials in Spanish to accommodate the Bank's largest target audience.
- Supported the implementation of SEO and website analytic software to export reports for review.

## EDUCATION

---

August 2022 – December 2024

**Associate of Science, General Sciences**  
Johnson County Community College

**Relevant coursework:** Illustrator,  
Web Development and Design, Photoshop

## SKILLS

---

- Knowledge in Microsoft Office, Adobe Creative Suite, MailChimp, Google Analytics, FileVine, Toast
- Attention to detail
- Resolution-oriented
- Autonomous and Teamwork