

# Tahnee Carreon

Long Beach, CA

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562-760-0646

#readytowork

Willing to relocate: Anywhere

## Work Experience

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### **General Manager**

Regency Theatres - Norwalk, CA

January 2014 to Present

- Manage 16 to 30 floor staff, 2 to 4 supervisors, and 3 to 5 assistant managers.
- Audit payroll reports, employee files, and file invoices.
- Audit inventory on a daily, weekly, and monthly basis.
- Schedule staff and movies on a weekly basis.
- Call and email guests regarding their concerns.
- Communicate and correspond with the corporate office on a daily basis.
- Order inventory weekly, manage cash on a daily basis, and monitor projectors.
- Monitor sales, ensure compliance of policies, clean and organize different areas of the building.

### **Airman**

Air Force - Lackland AFB, TX

April 2013 to July 2013

- Attended classes in training such as first aid care, military bearing, and the chain of command.

### **Designer Stylist**

Regis Salon - Redondo Beach, CA

March 2010 to March 2013

- Helped increase sales by promoting services and products to customers.
- Cashiered, answered phone calls, cleaned, and organized the salon on a regular basis.
- Helped with ordering inventory, opened and closed the salon.

## Education

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### **Bachelor's in Accounting**

Cal State Long Beach - Long Beach, CA

August 2017 to December 2019

### **Associate in Accounting**

Cerritos College - Norwalk, CA

January 2015 to May 2017

## Skills

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- inventory
- Training
- Operations
- Payroll
- Scheduling
- Microsoft Word
- Inventory Management
- Team Building
- retail sales
- Assistant Manager Experience
- Operations Management
- Management
- Human Resources

## Assessments

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### **Management & Leadership Skills: Impact & Influence — Highly Proficient**

February 2019

Measures a candidate's ability to adapt their leadership style to accomplish goals using rational or emotional appeal.

Full results: [https://share.indeedassessments.com/share\\_assignment/st0fwdxookhmewze](https://share.indeedassessments.com/share_assignment/st0fwdxookhmewze)

### **Scheduling Skills — Expert**

February 2019

Measures a candidate's ability to cross-reference agendas and itineraries to avoid conflicts when creating schedules.

Full results: [https://share.indeedassessments.com/share\\_assignment/mfrhehlrom7vxe1n](https://share.indeedassessments.com/share_assignment/mfrhehlrom7vxe1n)

### **Spreadsheets with Microsoft Excel — Expert**

April 2020

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/dcfb9195a22bf0ae2605ff4b1184f881eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/dcfb9195a22bf0ae2605ff4b1184f881eed53dc074545cb7)

### **Accounting Skills: Bookkeeping — Highly Proficient**

April 2020

Calculating and determining the accuracy of financial data.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/92f865f45dab6a65929e4c3fcc87ac72eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/92f865f45dab6a65929e4c3fcc87ac72eed53dc074545cb7)

### **Principles of Accounting — Proficient**

April 2020

Preparing financial records according to federal policies.

Full results: <https://share.indeedassessments.com/attempt/8cc229d8fa751f4bb204a3f98e8823cbeed53dc074545cb7>

### **Attention to Detail — Expert**

April 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: <https://share.indeedassessments.com/attempt/f82f77b5614c88773a613ea9404b62cc>

### **Administrative Support — Highly Proficient**

April 2020

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: <https://share.indeedassessments.com/attempt/417fd4721d8c5fb70f0e3508ccac355eed53dc074545cb7>

### **Management & Leadership Skills: Planning & Execution — Highly Proficient**

May 2020

Planning and managing resources to accomplish organizational goals.

Full results: <https://share.indeedassessments.com/attempt/2b2da1a30ff05b956723291d45c7f477eed53dc074545cb7>

### **Data Entry — Expert**

May 2020

Entering data quickly and accurately.

Full results: <https://share.indeedassessments.com/attempt/0be5ef9706890a632c1cf40cfda14beed53dc074545cb7>

### **Spreadsheets with Microsoft Excel — Expert**

April 2020

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: <https://share.indeedassessments.com/attempt/ed139cf1ecb0f72bbf76ac5c6f40eb4eed53dc074545cb7>

### **Accounting Skills: Bookkeeping — Highly Proficient**

April 2020

Calculating and determining the accuracy of financial data.

Full results: <https://share.indeedassessments.com/attempt/91b49a5a1fc43462938b4afbdd11db6ceed53dc074545cb7>

### **Office Manager — Expert**

May 2020

Scheduling and budgeting.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/2afd5c7fa3368c82245583d226390789eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/2afd5c7fa3368c82245583d226390789eed53dc074545cb7)

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