

Steven Secreti

Cell: 631-901-3449

Email: stevensecreti4@gmail.com

Work History:

1. Cactus Salon and Spa August 2019 - Present
 - a. Assistance to the hairdressers
 - b. Customer service: washing hair, setting up clients, etc.
 - c. Reception
 - d. Employee management
2. Cactus Regency Warehouse June 2019 - Present
 - a. Warehouse management
 - b. Responsible for deliveries and order pick ups
 - c. Manual labor (moving and counting boxes, moving palettes, etc.)
3. Maximum K9 Nutrition June 2018 - August 2018
 - a. Worked to develop the companies already existing brands and create new brands
 - b. Created new marketing styles to advertise the companies services
 - c. Communications and consuming representative
4. Dunkin Donuts June 2017 - September 2019
 - a. Customer service skills
 - b. Recruited new hires and evaluated skills
 - c. Sales

Leadership Roles:

1. Fencing Captain Junior and Senior year of High School (2017-19)
 - a. Led by example, Set precedent and built a winning team
 - b. Taught foundation to novice athletes (skills, behavior, etc.)
 - c. Team event supervisor and merchandise developer
2. HHH West Class Secretary Senior year of High School (2018-19)
 - a. Event planning for a class of 330 kids (Prom, Homecoming, etc.)
 - b. Class apparel developing
 - c. Fundraising
3. Peer AIDS Club President Junior and Senior year of High School (2017-19)
 - a. Meta-teaching kids in regards to a curriculum designed for middle schoolers on HIV/AIDS, Other STDs, and general sexual protection
 - b. Club meeting, event, and evaluation organization and planning

Other Skills:

- Marketing
- Brochure Design
- Coding in Java, Python, and HTML
- Communications
- Efficient in Microsoft Powerpoint and Google Slides
- Adobe After Effects, Adobe Premiere Pro (Video Editing) Adobe Illustrator (Advertisement design)

