Tashe Stefacek

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EXPERIENCE

Gateway Region YMCA, Saint Louis, MO — *Member Services Associate*

June 2021 - PRESENT

– Position duties include: partnering with branch management to implement membership policies and all systems that support branch membership, program, and marketing objectives as well as data entry, filing, member engagement, maintaining up to date First Aid/CPR and mandatory reporter certifications

Rosenthal Packman & Co, PC, Clayton, MO — *Administrative Assistant*

January 2021 - May 2021

– Primary responsibilities included assisting with a variety of clerical and administrative duties such as: greeting clients, answering phones, taking messages, e-filing returns, photocopying, picking up mail, making deposits etc. as well as invoicing, data entry, updating client files, and ordering office supplies

Uber Eats, Saint Louis, MO — *Courier*

MAY 2015 - JANUARY 2021

– Delivered 150+ orders per week through in-person pickup and recent contactless delivery with prompt communication to the client (and strict adherence to COVID 19 safety protocols) resulting in ~$5 tip per order and excellent customer satisfaction rating

Shameless Grounds, Saint Louis, MO — *Keyholder, Cook*

JULY 2015 - AUGUST 2018

– Produced menu items from scratch preparation to final plating for ~150 customers daily though efficient time management and team communication, generating $2, 000 per day

– Designed a vegan menu with ~12 items through research, testing, and promotion on social media to help expand the restaurant customer base, resulting in ~25 new customers weekly

– Managed inventory ordering and accounting records on a weekly basis by coordinating relationships with multiple vendors, allowing the restaurant to more accurately forecast supply

SKILLS

Google Suite, Slack, Microsoft Office

Salesforce, SalesLoft, Zoom, LinkedIn Sales Navigator

Responsive Web Design – HTML5, CSS, JavaScript, Java, Bootstrap, React, SQL

EDUCATION

LaunchCode, Saint Louis, MO — *Web Development*
September 2022 - PRESENT

Rosati-Kain High School, Saint Louis, MO — *High School Diploma*
AUGUST 2006 - MAY 2010