

# Tuffy Titan

599-999-9999 | titan@gmail.com | Fullerton, CA | linkedin.com/in/profile

## EDUCATION:

**California State University, Fullerton**

May 2026

*Bachelor of Arts in Business Administration*

Dean's List: Fall 2022 – Spring 2023

## COURSE PROJECTS:

**Market Research Analysis**

January 2023 – May 2023

*Principles of Macroeconomics*

- Conducted extensive market research and analyzed macro-economic trends over a 10 year period to gain a firmer understanding of global marketplace
- Evaluated 2 business scenarios utilizing market research and analysis to determine opportunity cost in decision- making

**Business Plan Proposal**

August 2022 – December 2022

*Business Writing*

- Collaborated with a team of 4 peers to create a proposal and business plan for an international business opportunity to generate new marketing distribution channels
- Facilitated 20 minute presentation of proposed business plan to a class of 30 peers communicating potential of opportunity

## EXPERIENCE:

**Restaurant Company Name, City, CA**

June 2023 – Present

*Sample Job Title Server*

- Provide optimal customer experience by attending to customer needs, delivering efficient service, and maintaining positive, upbeat attitude for guest satisfaction
- Greet and serve approximately 100 guests per day by accurately taking orders and answering questions
- Utilize personal menu recommendations to up sell customer orders resulting in 10% increase in sales
- Prepare itemized checks with total meal costs and sales tax to ensure accuracy and proficiency while processing final payment, resolving any discrepancies
- Support coworkers in 4 different sections of restaurant to safeguard efficiency of overall restaurant operations
- Train 2-3 employees monthly on job duties including taking customer orders, collaborating with kitchen staff, and processing final payments to guarantee consistency in service and procedures

**Community Organization Name, City, CA**

June 2021 – September 2022

*Volunteer*

- Communicated with visitors to provide directional advice, answers to common questions and delivered an exceptional experience with nature to support park operations
- Learned various subject matter such as nature, education, trails and restoration techniques to become proficient in all topics
- Led team of 5 volunteers to schedule group tours, nature walks, and conduct presentations

## MEMBERSHIPS:

Sales Leadership Center, Member

January 2023 – Present

Betta Gamma Sigma, Member

August 2022 – Present

## SKILLS:

Technology: Proficient in Microsoft Suite (Excel, Outlook, Publisher) and Google Docs

Language: Proficient verbal and written communication in Korean, Spanish, and Chinese