

Noa Bianchi

Resourceful professional with 7 years of progressive experience across the hospitality, event planning, and retail sectors.

San Bruno · California · US
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Profile

Experienced in customer-facing roles, team support, inventory management, and administrative coordination. Adept at handling multi-task environments and providing efficient, friendly service. Enthusiastic about learning new skills and seeking to apply diverse experience to new professional settings.

Skills

Customer Service, Inventory Management, Event Coordination, Cash Handling, Point of Sale (POS) Systems, Microsoft Word, Excel (basic), Scheduling & Time Management, Problem Solving, Conflict Resolution, Multitasking, Teamwork, Social Media Posting (basic), Office Administration, Phone Etiquette, Filing, Stockroom Organization

Languages

English | – Present

Native

Spanish | – Present

Conversational

Awards

Employee of the Month | 2020-12-01

Evergreen Outfitters

“Employee of the Month,”

Evergreen Outfitters, December 2020

Organized Holiday Donation Drive | – Present

Twin Oaks Community Center

Organized a successful holiday donation drive at Twin Oaks Community Center, exceeding donation targets by 30%

Certifications

Food Handler Safety Certificate – California | 2020-01-01

Food Handler Safety Certificate – California, 2020 (Expired 2023)

Interests

Hiking | – Present

Local volunteering | – Present

Live music | – Present

Experience

Coastal Shores Resort

Guest Services Associate | 01 Feb 2022 – 31 Dec 2023

Managed check-ins and check-outs for up to 100 guests daily using a resort-specific POS system. Assisted event planners by coordinating set-ups for meetings and weddings; supported operations team with room turnovers. Handled guest inquiries in person and over the phone, ensuring exceptional customer service in a fast-paced environment. Tracked inventory of amenity kits and coordinated supply orders with vendors.

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Evergreen Outfitters

Retail Sales Associate | 01 Jun 2019 – 31 Dec 2021

Provided customer assistance for outdoor apparel and equipment; educated customers on product uses. Managed restocking, window displays, and occasional social media posts to promote in-store specials. Processed sales transactions and returns using POS. Handled daily cash reconciliations and performed store opening and closing procedures. Developed team communication skills through daily briefings with store manager.

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- Developed team communication skills through daily briefings with store manager

Twin Oaks Community Center

Administrative Assistant (Seasonal) | 01 Oct 2018 – 31 Mar 2019

Supported office administration for community classes and field rentals. Answered calls, filed paperwork, assisted with scheduling for facility spaces. Helped coordinate youth events and managed basic data entry for membership tracking.

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Education & Training

Associate of Arts (Incomplete, 42 credits), Hospitality & Tourism

Skyline College

01 Jan 2017 – 01 Jan 2019

High School Diploma

Capuchino High School

– 01 Jan 2017

References

References available upon request