

# AMANDA ROMANO

## GRAPHIC DESIGNER

### OBJECTIVE

RELIABLE AND MOTIVATED WORKER SEEKING A POSITION WHERE MY COMMUNICATION, CREATIVITY, PASSION AND HIGH ENERGY CAN BE UTILIZED. ABLE TO GENERATE IDEAS, DEVELOP CONCEPTS AND EXECUTE INNOVATIVE SOLUTIONS. HIGH LEVEL OF ORGANIZATIONAL SKILLS WITH THE ABILITY TO MULTITASKING IN A FAST PACED ENVIRONMENT.

### EDUCATION

#### SOUTHERN NEW HAMPSHIRE

UNIVERSITY: 2017

-BACHELORS IN GRAPHIC DESIGN

#### MONMOUTH UNIVERSITY: 2013

WEST LONG BRANCH, NJ GPA: 3.6

-BACHELORS IN SOCIAL WORK

### CONTACT

WEB

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CELL

856-404-5644

### SKILLS



### WORK EXPERIENCE

#### SAM'S BAR & GRILLE

KITCHEN MANAGER & ADVERTISING, 2006- PRESENT

- MANAGED KITCHEN IN A FAST PACED WORKING ENVIRONMENT. EFFECTIVELY MANAGED COSTS OF SUPPLIES AND RESPONSIBLE FOR TRACKING INVENTORY AND ORDERING NEW SUPPLIES AS NEEDED.
- MANAGE THE WORK SCHEDULES FOR BOTH WAIT AND KITCHEN STAFF.
- ORGANIZED LARGE EVENTS SUCH AS FUND-RAISERS, BUFFETS, AND PRIVATE PARTIES.
- DEMONSTRATE EXCELLENT CUSTOMER SERVICE WITH CLEAR AND PLEASANT COMMUNICATION BETWEEN CUSTOMERS AND EMPLOYEES.
- ALSO CREATED ADVERTISEMENTS, SIGNS AND MENU DESIGN FOR THE BUSINESS.

#### THE AMERICAN CANCER SOCIETY

PATIENT SERVICE ASSISTANT, 2012 -2013

- DIRECTED CANCER PATIENTS TO THE APPROPRIATE ASSISTANCE THEY NEEDED .
- AIDED PATIENTS WITH RESEARCHING THEIR MEDICAL OPTIONS. SCHEDULED PATIENTS APPOINTMENTS WITH PROFESSIONALS.
- COUNSELED PATIENTS IN COPING WITH THEIR ILLNESS AND OFFERED EMPATHY AND POSITIVITY.
- SHIPPED CARE PACKAGES TO IMMOBILE PATIENTS WHO WERE ON BED-REST.
- REACHED OUT TO POTENTIAL PROGRAMS, SCHEDULED APPOINTMENTS, GUIDED PATIENTS THROUGH THE PROCESS

#### FREELANCE WORK

FITDEGREE, 2017

- CREATED BANNER STAND DESGIN AND BUSINESS CARDS.
- DELT WITH VENDORS TO ENSURE THAT THE PROCESS WAS GOING SMOOTHE.