



STEFFANY

[VIDEO INTERVIEW](#)

WORK EXPERIENCE

CO-FOUNDER & OPERATIONS MANAGER

June Events & Mobile Bar | October 2024 – Present (1+ Year)

- Leads event operations by organizing flea markets, charity drives, and themed events, managing team coordination, handling social media and email promotions, and providing on-site support including logistics, bartending, and guest management.

BARISTA/CASHIER

ZUS Coffee | May 2025 – September 2025 (5 Months)

- Delivered customer service in a high-volume café environment by operating POS systems, handling cash transactions, preparing beverages, maintaining cleanliness, and completing daily sales and operations reports.

CLERICAL INTERN

The Backroom Offshoring | August 2024 – October 2024 (3 Months)

- Provided administrative support through data encoding, filing, record maintenance, and document preparation to support office operations.

MARKETING & CLERICAL SUPPORT

RE/MAX Grand Properties | June 2024 – August 2024 (3 Months)

- Assisted real estate agents by processing documents, performing data entry, updating property listings, and organizing marketing materials.

PART-TIME BARISTA

Fi.Co Café | July 2023 – October 2023 (4 Months)

- Managed customer transactions, supported inventory checks, prepared daily reports, and maintained an organized workspace while delivering consistent customer service during peak hours.

SKILLS/AREAS OF EXPERTISE

- Office Administration
- Data Entry & Filing
- Scheduling & Calendar Management
- Customer Service
- Team Coordination
- Document Preparation
- Records Management
- Social Media & Email Support
- Event & Operations Support

TECHNOLOGY

- Microsoft Office
- Google Workspace
- HubSpot
- Notion
- Canva

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