

# Stacy Zamora

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Duluth, GA 30097

## SUMMARY

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Motivated and detail-oriented Georgia State College student with a passion for administrative excellence. Collaborative team player with a strong commitment to fair task allocation in group projects and a shared drive to achieve common goals. Bringing a strong work ethic to any professional setting, coupled with an unwavering commitment to continuous learning and skill development.

## WORK EXPERINCE

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### Assistant

Café Momo | Atlanta, GA | Dec 2018-Current

- Worked varied hours to meet seasonal and business needs
- Greeted customers and offered assistance for increased customer satisfaction
- Provided product price information to customers
- Answered incoming telephone calls and processed incoming and outgoing mail to support office staff
- Identified customer needs and wants to enhance customer experiences and boost sales

### Delivery Driver

Uber Eats | Duluth, GA | Dec 2020-Current

- Completed on-time deliveries by choosing best and most efficient routes
- Handled customer service complaints with utmost professionalism and knowledgeable responses to maintain trust and company loyalty.
- Completed rush deliveries on tight timetables to satisfy customer needs.

### Staff Associate

Great Harvest Bread Co. | Duluth, GA | August 2018- 2020

- Stocked sales floor and assisted in product movement and merchandising plans.
- Trained new team members in cash register operation, stock procedures and customer services.
- Gathered, organized, and input information into digital database
- Used Microsoft tools to create correspondence, edit spreadsheets and develop presentations.

## SKILLS

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- **Communication Skills:** Proficient in both verbal and written communication with a keen emphasis on clarity and precision. Adept at active listening, fostering open dialogue, and ensuring effective information exchange.
- **Time Management:** Exceptional prioritization skills to efficiently handle tasks and meet deadlines. Strong organizational abilities to streamline workflow and optimize productivity.
- **Computer Skills:** Advanced proficiency in essential software, including Microsoft Office suite, ensuring seamless navigation and utilization.
- Bilingual in Spanish, enabling effective communication in multicultural environments.

## EDUCATION AND TRAINING

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### Associate of Science: Business Administration

Georgia State College | Alpharetta, GA | May 2023

- Awarded [Hope Grant]

### High School Diploma

Northview High School | Duluth, GA | May 2020

- Awarded [GaDOE] Employability Soft Skills Seal from a Work Based Learning program
- Leader of [Jewels for Jewels Club]