

JORDAN ROMEZ


PROFILE INFO


Recent undergraduate with office, restaurant and internship experience, looking for an opportunity that leverages strong organizational and communication skills into a growth role.

Highly motivated and creative individual with a passion for music and the arts.

CONTACT INFO

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Newnan, GA 30263

MY EDUCATION

University of Arizona

College Undergraduate - General Studies
Concentration: Business
Graduation Date: May 2023

Phi Delta Theta

University of Arizona - Spring 2020

Rudolf Steiner High School

New York, NY
High School Diploma
Graduated: June 2018

MY SKILLS

Social Media: Snapchat, Instagram, TikTok
Computer Applications: Google Suite, Word, Excel, Powerpoint, Lightroom, iMovie, GarageBand

WORK EXPERIENCE

Imagine Music Festival **September 2023**

Kingston Downs, GA

Production Floater

- Responsible for various production activities, such as catering, gate access and production assistance.

BET - Brand Creative **August 2023**

Atlanta, GA

Production Assistant - Intern

- Participated and shadowed the Creative Art Director, Photographer and lighting team in promotional shots and liners over two days.

Firetruck Brewery **March 2022 - July 2023**

Tucson, AZ

Cook

- Prepared food items consistently and in compliance with recipes, portioning, cooking and waste control guidelines.
- Handled and stored all food products and materials in compliance with applicable government and company regulations.
- Actively involved in cost control, sanitation, menu development, training, recruitment, private dining and catering.

Frog n Firkin **March 2021 - March 2022**

Tucson, AZ

Prep-Cook

- Oversaw the inventory of food supplies and communicated low stock situations to the kitchen manager.
- Familiarity with guest service, food handling and storage procedures and sanitation practices.

TopGolf **August 2020 - March 2021**

Tucson, AZ

Back of House (Server, Busser and Runner)

- Kept bays and service areas cleared and cleaned by demonstrating outstanding attention to detail.
- Worked with waitstaff to ensure all guests needs were met.

Viacom **May 2017 - July 2017**

New York, NY

Human Resources Intern

- Supported Director of Human Resources at Nickelodeon with administrative responsibilities.
- Assisted in the set up of meetings and conferences.
- Conducted informational interviews with Viacom employees to gain an understanding of corporate roles.