

# Tiffany Debusk

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## PROFESSIONAL SUMMARY

To secure a challenging position that utilizes my years of experience, while allowing me the opportunity to grow professionally.

## SKILLS

- Perform well in high-demand, fast-paced environments
- Microsoft Office proficiency
- Employee hiring and retention
- Employee training and development
- Weekly Payroll
- Multi-Task Management
- Multi-line phone proficiency
- Meticulous attention to detail
- Communication skills
- Customer friendly

## EDUCATION

**BUSINESS • ASSOCIATE OF APPLIED SCIENCE • 2009**  
Sierra College • Rocklin, CA

**HIGH SCHOOL • 2002**  
Rocklin High School • Rocklin, CA

## WORK HISTORY

**PERSONAL ASSISTANT & PAYROLL (REMOTE) • DEC, 2018 TO AUG, 2022**  
Diamond Dez • Carmichael, CA

- Was in charge of personal and professional calendars, as well as coordinating appointments for upcoming events.
- Handled incoming mail, bills, and invoices, as well as taking the necessary actions.
- Entrusted with handling confidential and sensitive situations in a professional capacity.

**HOUSEKEEPING MANAGER • NOV, 2016 TO JUN, 2021**  
CJ's Model Home Maintenance • Pleasanton, CA

- Was in charge of the facility's day-to-day operations.
- Was in charge of scheduling, training, and performance monitoring for the employee.
- Oversaw the operations of a household cleaning service, including business development and client relations.

**MARKETING COORDINATOR (REMOTE) • APR, 2015 TO JUN, 2018**  
Masters Team Mortgage • Folsom, CA

- Managed payroll, transactions, invoicing, and budgeting to reduce financial inconsistencies.
- Assisted with Human Resources, interview schedules, resume files, orientation, and time sheet monitoring.
- Created and updated work schedules to accommodate changing staffing levels and workload expectations.

**ONSITE MANAGER • JAN, 2010 TO DEC, 2014**  
Sunset Apartments • Rocklin, CA

- Established strong, professional relationships with co-workers and residents by promoting team collaboration and providing exceptional service.
- Was in charge of the financial records for the property, which included collecting rent from tenants and reconciling monthly accounts payable and receivable.
- Provided a 24-hour emergency on-call service for any tenant issues.

**HEAD CASHIER • JUL, 2003 TO JUL, 2008**  
Lowe's • Roseville, CA

- Trained new team members in cash register operation, stock procedures, and customer service strategies to maximize team performance and optimize customer relations.
- Performed store opening, closing, and shift change actions, including filling out accurate shift change logs to keep operations efficient and current.
- Worked extra shifts during busy periods and covered for call-in employees to maintain service levels.