

AYANNA PIZANO

aynpizano@gmail.com
(650) 933-7032

UNIVERSITY STUDENT

Highly motivated and dedicated student with a passionate attitude for helping others. Adept in customer service and communicating with colleagues in order to accomplish tasks. Currently seeking new opportunities to demonstrate and utilize my skills gained in my academic journey.

SKILLS

- Attentive / Attention to detail
- Collaboration
- Customer Service (1 year)
- Planning
- Adaptable / Flexible
- Intuit ProSeries

EDUCATION

SAN JOSE STATE UNIVERSITY

August 2022 - Present

- Working towards a Bachelor of Science for Business Administration Management Information Systems to go into the business world with technology skills.
- Expected year of graduation: 2026

EXPERIENCE

BARISTA

Tong Sui LLC, June 2024 - Current

- Team work and task delegation management
- Responsible for customer satisfaction and providing excellent customer service
- Carefully crafting drinks and desserts to ensure high quality products while maintaining company standards

ADMINISTRATIVE ASSISTANT

Joy Ornellas Tax, January 2023 - February 2024

As an administrative assistant, I was tasked with a large amount of duties such as:

- Scheduling appointments for clients and organizing my Boss' time adequately to allow time for tax appointments to run successfully as well as maintaining balance for her personal life.
- Organizing documents.
- E-filing tax returns & extensions using Intuit ProSeries.
- Minor bookkeeping with Google Sheets.
- Answering phone calls and emails to provide guidance to clients as well as addressing questions frequently.