

# Tiffany Stinson

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## OBJECTIVE

Seeking a position that will utilize my extensive customer service experience and property management education with potential room for advancement within company.

## SUMMARY

Motivated, personable, outgoing, good time management skills, hard-working, highly efficient, compassionate, and very reliable. Capable of working independently and in group settings and open to new opportunities.

## EXPERIENCE

### ***IREM Sacramento REstart Training Program Restart Student 2018***

5-Week residential property management training program covering fair housing laws, leasing, budgets, resident retention, customer service, ethics, move in inspections, notices, security deposits and ending the tenancy.

### ***Black Bear Diner Server/Customer Service 2017 - Present***

Demonstrating superior customer service, accurate processing of financial transactions, food running, problem solving customer complaints to ensure high levels of satisfaction, fast and efficient.

### ***Pancake Palace Server/Customer Service 2015-2017***

Provided great customer service, efficiently managed money and processed payments, communicated with customers and all staff, worked in a team setting, and utilized strong oral and written communication skills.

### ***Lumberjacks Supervisor/Server 2013-2015***

Supervised employees, provided great customer service, managed money, utilized strong oral and written communication skills, and maintained a clean and organized working environment.

### ***CHOC Energy Specialist 2010***

Cold called PG&E Care customers to set up appointments, handled office duties, met and exceeded company goals, checked income guidelines, answered any questions customers had about this service, and accurate input of data in a timely manner.

### ***Bridges Inc. (STARS) Recovery Specialist 2006-2009***

Provided case management to a caseload of 20+, administered AOD assessments, supervised treatments, administered drug tests, provided support to clients, collaborated with treatment providers, CPS, and court officials, composed and entered case notes in a timely manner, managed multiple phone lines, worked under strict time restraints.

## Certifications

Sacramento County Rental Inspection Course Certification	2018
Food Handler's Card	Sacramento, CA 2013

## Education

American River College	Sacramento, CA	2003-2007
Over 70 units completed - Majoring in Psychology		
CAARR Schooling	Sacramento, CA	2007