

Maddie Marquez

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Education

Bachelor of Science in Marketing Expected Grad. May 2029 University of Nevada, Reno

General Education Degree Inderkum High School	May 2025
American River College	May 2025

Experience

Tanya and Fiona Hair Studio - Sacramento, California November 2023-June 2024

Receptionist

- Answering the phone
- Booking client appointments
- Ringing up clients after services
- Worked 2 days a week, 4 hours a day
- Assisted 4-8 clients a shift
- Restock product shelves

Skills

- Customer service
- Communication skills
- Organizational skills
- Time management
- Data Entry Skills

Volunteer Experience

- Davis Legacy Soccer Club Assistant Soccer Coach
 - 2011 Girls Soccer Team
- Natomas Futbol Academy Assistant Soccer Coach
 - 2010 Girls Soccer Team
- Church Usher at Cathedral of the Blessed Sarament

