

# Maddie Marquez

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## Education

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

<b>General Education Degree</b> Inderkum High School	May 2025
American River College	May 2025

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## Experience

### Receptionist

**Tanya and Fiona Hair Studio – Sacramento, CA**

*Nov 2023 – June 2024*

- Managed daily digital appointment scheduling and maintained accurate client data, supporting efficiency and customer satisfaction.
- Provided high-quality customer service through phone, email, and in-person interactions, strengthening communication skills essential for digital brand engagement.
- Processed client transactions and updated internal records with strong attention to detail.
- Organized and restocked product shelves, gaining practical exposure to retail product marketing, visual merchandising, and consumer purchasing behavior.
- Assisted 4–8 clients per shift and supported up to 40 weekly appointments, building insights into customer needs and service patterns.

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## Skills

- Strong Communication
- Digital Communication & Customer Experience
- Time Management
- Organization & Multitasking
- Problem-Solving
- Client Relationship Building

- Consumer Behavior Awareness
- Basic Trend & Pattern Recognition
- Market Research Support
- Data Entry Accuracy
- Record & Appointment Management

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### **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 Sacrament