

REGINA L. TENACE

481 2nd Street, 1st Floor, Troy, NY 12180 | 518-221-4879 | regten69@gmail.com

OBJECTIVE

To become gainfully employed in a setting that allows for advancement and personal growth, where I may discover new experiences and knowledge while being an effective member of a team.

EXPERIENCE

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|--------------------------------|---|
| Fall 2019-Spring 2020 | Front End Supervisor, <i>Ocean State Job Lot</i> <ul style="list-style-type: none">• Oversaw front end department and employees• Operated cash register and merchandise ordering system for customers• Assisted customers• Unpacked and priced merchandise• Maintained front end cash and monetary records |
| Spring 2018-Fall 2019 | Customer Service Associate, <i>Walgreen's</i> <ul style="list-style-type: none">• Assisted customers• Operated cash register and photo department machines• Unloaded, unpacked, priced, and shelved merchandise |
| Fall 2017-Spring 2018 | Food Service Associate and Cashier, <i>St. Peter's Health Partner's</i> <ul style="list-style-type: none">• Accommodated hospital staff and guests by preparing and serving meals• Cleaned and stocked food service and preparation areas and cafeteria areas |
| Spring 2016-Spring 2017 | Food Service and Food Court Associate, <i>Price Chopper/Market 32</i> <ul style="list-style-type: none">• Accommodated patrons by preparing and serving meals• Food preparation and stocking• Cleaned, maintained, and stocked food service and preparation areas |
| Fall 2007-Fall 2012 | Independent Contractor and Driver, <i>Gazette Newspapers</i> <ul style="list-style-type: none">• Received, maintained, and distributed newspapers and newspaper bundles according to contracts and delivery manifests while following appropriate delivery routes and schedules |

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SKILLS & ABILITIES

- Possess a multitude of management skills after achieving supervisory and management positions with several employers
- Have a wide variety of sales and customer service experience in several different retail and customer service-based settings
- Capable of strong communication and effective leadership as well as working as a team, or independently, with strong attention to detail

EDUCATION

- Fall 2020-Fall 2021** **Applied Associate in Science in Administrative Information and Management Technology**, Troy, NY, *Hudson Valley Community College*
- Achievements: Dean's List G.P.A.
 - Major: Computer related classes and Business Law
- Fall 2019-Spring 2020** **Applied Associate in Science in Criminal Justice**, Troy, NY, *Hudson Valley Community College*
- Achievements: President's List G.P.A.
 - Major: Criminal Justice related classes
 - Attended and participated in Criminal Justice club
- Spring 2018** **Paralegal Certificate**, Troy, NY, *Center for Legal Studies in conjunction with Hudson Valley Community College*
- Major: Paralegal studies and coursework
 - Additional acquired skill: Westlaw Certificate of Fundamentals for Paralegals Training
- Spring 2017** **Computers 101**, Troy, NY, *Hudson Valley Community College*
- Major: Basic computer skills and coursework
- Fall 2013-Spring 2014** **Animal Law, Policy, and Advocacy Certificate**, Troy, NY, *Hudson Valley Community College*
- Achievements: Dean's List G.P.A. and President's List G.P.A.
 - Major: Animal Law, Policy, and Advocacy related coursework
 - Successfully Completed: Internship with Rensselaer County Humane Society
- Fall 1991-Spring 1992** **Information Processing Specialist Certificate**, Troy, NY, *Educational Opportunity Center*
- Major: Computers, typing, and business classes and practices