Paul Romeo

67 Sherman Ave
Cedar Grove, NJ 07009
promeo24@gmail.com
(201) 918 - 0519

Authorized to work in the US for any employer

Work Experience

Banquet Server
il Tulipano - Cedar Grove, NJ
May 2017 to Present

- Setting up and breaking down either buffet style or take orders to the kitchen.
- Set tables according to the event of the day. ie. Weddings, Baby Showers, Birthdays etc.
- Serving guests during multi-course meals
- Running food trays, bussing and cleaning tables, and assisting co-workers with these duties
- Ability to work long tedious hours while remaining positive and serviceable
- Effectively communicated with kitchen staff regarding customer allergies, dietary needs and other special requests.
- Clear tables at the end of the night and set up for the following morning event
- Assisting guests with inquiries and coat check
- Refill guests accommodation requests.

Media Services Technician
Southern New Hampshire University - Manchester, NH
September 2016 to Present

- Setup and run on campus events AV needs
- Manage check in and check out of equipment to students and faculty
- Answer main switchboard and redirect calls to appropriate destination
- Troubleshoot issues with in classroom hardware and software issues

Sales Assistant Manager
Belmont Leather LLC - Clifton, NJ
February 2013 to September 2017

- Assist and manage online sales
- Manage in person sales with customers
- Answer phones and transcribe orders to convert to invoices

After School Program Counselor
Bring It! - Manchester, NH
January 2017 to May 2017

- Work with underprivileged students in elementary schools after school hours
- Help children with homework
- Teach children reading and writing skills

- Foster friendships with kids who are in dire need of positive reinforcement

Education

BS in Business and Finance
Southern New Hampshire University   -   Manchester, NH
September 2016 to May 2020

High School Diploma
Cedar Grove High School   -   Cedar Grove, NJ
September 2012 to June 2016

Skills

Operating Systems, Microsoft Office, Microsoft Exel

Awards

Eagle Scout Award
October 2016

- Achieved this through rebuilding and rehabilitating a nature trail in Cedar Grove
- The highest award achievable by a Boy Scout

Certifications/Licenses

Driver's License
March 2016 to Present