



Clarriza Montana

Contact

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(925) 529-2506
Dublin, CA

Education

Las Positas College

- AA Graphic Design
(Expected to graduate Spring 2023)
- AA Liberal Arts: Arts & Humanities,
2020

Skills

Proficient in

Adobe Illustrator
Adobe Photoshop

Experienced in

Adobe InDesign
Adobe After Effects
Social Media
(Facebook, Instagram, Twitter)
Excel

Work Experience

Barista

Inklings Coffee & Tea - Pleasanton, CA
October 2021 - current

- Ensure customer satisfaction by taking orders promptly and accurately by having knowledge of all drinks and products.
- Create and detail drinks quickly and efficiently to each customer's specified order.
- Provide a friendly environment by communicating properly to coworkers and customers.
- Maintain cleanliness and upkeep the appeal and aesthetic of the store.

Marketing Admin

Auto Glass Now - Oakland, CA
April 2021 - April 2022

- Planned and organized a social media calendar for Facebook, Instagram, and Twitter.
- Developed content such as graphics and edited pictures to raise brand awareness through the social media pages.
- Tracked insights of postings to further develop future content and adjust accordingly to the targeted audience.
- Wrote AdCopy and adjusted BingAd Campaigns to ensure high ranking for the website on the first page of search results.

Waitress

Banseok Jeong Korean BBQ - Dublin, CA
November 2016 - August 2020

- Greeted customers enthusiastically and seated them at a table.
- Coordinated the orders from customers to the kitchen to promptly serve tables in a timely order.
- Provide knowledgeable answers to any questions from the customers.