**Christopher Tarzia**

Glen Allen, VA

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**OBJECTIVE**

To obtain a part-time job during the summer to learn about business, company culture, how a company operates, and to apply the skills I have obtained in college. Including using good technical and communication skills.

**EDUCATION**

**James Madison University, Harrisonburg, VA Expected May 2025**

**Bachelor of Science, majoring in Communication Studies**

* **Minor in Human Resource Development**

**GPA: 3.0**

**EXPERIENCE**

**Tarzia Auto Detailing, Owner, Glen Allen, VA May 2020 – May 2022**

* Start up business detailing automobiles.
* Perform constant research on car products, cleaning, and detailing techniques.
* Created and maintained accounting records to monitor revenue and costs to operate the business.
* Created marketing materials to solicit business, including costs for services provided.
* Total sales to date about $10,000
* Maintain customer list, 75% repeat customers.
* Managed employee to assist with car detailing.
* Procured all products and equipment needed to provide cleaning services and maintain inventory.

**Cabalas, Cashier July 2023 – Present**

* Performed transactions with customers using a cash register.
* Performed customer service.
* Identified process improvements and discussed with management.

**Door Dash, Driver Aug. 2020 – May 2021**

* Picked up food from various establishments and delivered to customers in a timely manner.

**VOLUNTEER**

**Leukemia & Lymphoma Society, Light the Night Event Aug. 2018 – Present**

* Assisted family with annual fundraising initiative, raised over $20,000.

**Meals on Wheels July 2019 – Aug. 2020**

* Assisted with the preparation of meals and route location.

**CLUBS**

**DACC (Dukes Against Childhood Cancer), Make a Wish, Madison Motorsports Club, GIVE (Growth International Volunteer Excursions), Best Buddies.**

**SKILLS**

* Word, PowerPoint, Excel, Automobile Knowledge/Detailing, Canva, Google Sites