

Jack Giomi

Petaluma, CA

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Objective

Motivated Business Management student seeking an entry-level accounting or bookkeeping position. Strong attention to detail, time management, and customer service experience.

Education

Bachelor of Business Management
University of Nevada, Reno
Expected Graduation: June 2029

Skills

Attention to detail & accuracy
Time management & organization
Strong communication & customer service
Record-keeping ability
Team coordination
Problem-solving & patience
Reliable and disciplined work ethic

Experience

Head Coach — Gridiron Football, Petaluma, CA (May 2025 – Present)

- Coordinated and coached 8–10 players through a competitive season.
- Led scheduling, planning, and team development.
- Won a championship through effective leadership.

Construction Worker — San Rafael, CA (June 2024 – Sept 2024)

- Assisted with full interior and exterior demolition projects.
- Followed detailed processes and maintained safety.
- Demonstrated reliability and consistent performance.

Customer Service Rep — Ian's Christmas Tree Farm, San Rafael, CA (Nov 2024 – Dec 2024)

- Assisted 100+ customers daily.
- Helped with tree selection, base cutting, and securing trees to vehicles.
- Maintained positive customer experience in a fast-paced environment.