


TIONNA ADAKAI

ABOUT ME

Experienced sales professional with a passion for strong customer relationships. 10 years of experience impacting positive organizational outcomes through sales techniques and project management.

 1 (719) 766 0606

 tionnaadakai@gmail.com

 Broomfield, CO

SKILLS

- Sales technique
- Project management
- Scheduling and appointment setting
- Health & Safety management
- POS System
- Media Strategy

WORK EXPERIENCE

Big Bear Wine & Liquor

Sales Associate

Pueblo, CO
7/2023 - 12/2023

- Organized and created effective sales displays
- Operated drive thru services including taking orders, handling payment, and delivering products in a prompt but friendly manner.

Rosario's Italian Bistro

Server

Pueblo, CO
8/2022 - 7/2023

- Coordinated 50-150 reservations per shift using phone, email and walk in requests
- Memorized over 50 menu items and rotating specials in order to give customized recommendations to guests

La Forchetta Da Massi

Server

Pueblo, CO
6/2021 - 8/2022

- Worked with my team to maintain a smooth operations and high standards of customer service during high volume rushes.
- Swiftly and professionally addressed any customer complaints, escalating to management when necessary.

Private In Home Caretaker

Dementia Care

Pueblo, CO
1/2021 - 6/2021

- Budget, shop, and prepare 2-3 meals per day and administer medication.
- Coordinate appointments monthly ensuring 100% accuracy in attendance.
- Created routine tasks including feeding, exercise, and mental stimulation.

Buckle

Retail Sales

Pueblo, CO
6/2019 - 1/2021

- Maintained a clean, organized inventory and curated displays of rotating seasonal clothing and accessories.
- Anticipate customer needs and provided them with high quality service while upholding brand standards and values to ensure customer satisfaction.

Feeling A Little Philly

Manager

Pueblo, CO
1/2015 - 5/2020

- Followed and enforced procedures to ensure safe food preparation, assembly and presentation.
- Trained 10 new hires on company specific policies, procedures and compliance guidelines.

CERTIFICATIONS

CPR/AED

11/2023

Indoor Cycling Instructor

1/2024

EDUCATION

Kansas Wesleyan University

8/2019 - 5/2020

- Salina, KS

Pueblo South High School

8/2015 - 6/2019

- Pueblo, CO
- High School Diploma