

Tannya Vidales

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Motivated and versatile professional with a proven track record in administrative support, project management, and entrepreneurship. Seeking to leverage my diverse background and strong organizational skills in a creative environment as I explore a potential career in drafting design.

EXPERIENCE

Nutrition & Cooking Coach: Saladmaster, Foodture Dealership

Mar 2020 - Present

- Leveraged nutrition certifications to create and manage cooking coaching business
- Strong project management skills & self-initiative handling marketing and operating statements
- Adapted quickly to changing demands with entrepreneurial spirit and problem-solving abilities

Account Manager: @HomeVMS

Sept '19 - Present

- Successfully transitioned into the field of appraisal reviews & grasped complex processes
- During the pandemic, played a key role in establishing daily Standard Operating Procedures (SOP) and effectively delegating tasks
- Contributed to team cohesion through clear communication and efficient processes

Administrative Assistant & Event Coordinator: The Restaurant at Meadowood, Michelin Restaurant

Aug '17 - Sept '19

- Provided critical administrative support to the operations manager for smooth daily operations
- Orchestrated schedules, reservations and communication, with exceptional attention to detail
- Successfully organized and executed special events for remarkable guest experiences

PERSONAL

- Proficient in maintaining organized schedules and budgets
- Strong interpersonal skills, developed through diverse experiences
- Ability to adapt and excel in dynamic environments

REFERENCES

Available upon request

EDUCATION

International Sports Science Association - Aug 2020

- Personal Trainer
- Sports Nutrition

Napa Valley College

Graduation in Spring '25

- Pursuing a Design, Digital Media, and Graphics Technology major with a passion for architecture and design

- Returning student with plans to transfer to a University, displaying commitment to personal growth and continuous learning

CERTIFICATIONS

- AutoDesk Architectural Revit Fundamentals
- AutoDesk AutoCAD Fundamentals

SKILLS

- Administrative Support
- Project Management
- Creativity
- Organizational Skills
- Event Coordination
- Team Leadership
- Standard Operating Procedures (SOP)
- Entrepreneurship
- Budget Management

LANGUAGES

English, Spanish