



Teresa (Tessie) McKenna

☎ (408) 420-5489

✉ tessiemckenna22@gmail.com

🌐 <http://linkedin.com/in/tessiemckenna>

SKILLS

- Critical thinking & Creativity
- Effective communication & Teamwork
- Customer Service
- Record-keeping, auditing & working with money
- CCC One
- Working towards Adobe Digital Marketing Certification

EDUCATION

UNIVERSITY OF NEVADA, RENO

- Expected Grad. - May 2029
- Pre-Business: Business Administration - Marketing & Management

SAINT FRANCIS HIGH SCHOOL

- Graduated May 2025
- 3.69 Weighted Cumulative GPA (High Honor Roll)
- Service Club
- JV Softball

SUMMARY

Well-rounded business student who is seeking opportunities to exercise teamwork and critical thinking skills, as well as gain more professional experience as a marketing and management major.

WORK EXPERIENCE

ADMINISTRATIVE ASSISTANT AT GOLDEN WEST COLLISION CENTER | SUNNYVALE, CA | JUNE 2024-AUGUST 2025

- Responsible for auditing checks paid towards invoices & stuffing and mailing checks
- Shadowing at front desk
- Personal errands for business owner

VOLUNTEER EXPERIENCE

VOLUNTEER WORK AT SECOND HARVEST SILICON VALLEY | SAN JOSE, CA | WINTER 2021 - PRESENT

- Sorting & packaging food to later be distributed to those experiencing food insecurity
- Distributing food in car lines to those experiencing food insecurity
- Working in teams to complete tasks efficiently

OTHER VOLUNTEER EXPERIENCES

- Sacred Heart Community Service San Jose
 - setting up mini grocery store & providing aid to grocery shoppers experiencing food insecurity
- Friends of Stevens Creek Trail -Trailblazer Race 2024
 - helping with Children's race

