

# Zachary Quartararo

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## Education

**Bachelor of Science in Business Administration - Accounting** Expected Grad. June 2029 University of Nevada, Reno - Reno, NV.

**General Education Degree** - California High School - San Ramon, CA  
High School Diploma June 2025

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## Experience

### AT&T – Sales Team Lead

Pleasanton, CA

June 2024 – April 2025

- Interpreted sales performance data to support forecasting, monthly goal planning, and promotional adjustments.
- Used data analysis to recommend product strategies that contributed to 15–20% increases in monthly sales.
- Trained new team members on POS accuracy, compliance standards, and operational procedures.
- Maintained organized sales and performance records to support team reporting and daily operations.

### Blackhawk Country Club – Golf Cart Attendant

Danville, CA

August 2023 – June 2024

- Managed inventory of carts and equipment, improving tracking accuracy and rotation efficiency.
- Reorganized storage workflows, reducing prep and turnaround time by 30%.
- Maintained service logs and assisted members daily with professional, personalized support.

### Kentucky Fried Chicken – Team Member

San Ramon, CA

December 2022 – August 2023

- Ensured accurate POS transactions and cash handling during high-volume shifts.
  - Completed shift documentation while following safety, food handling, and compliance standards.
  - Supported team operations to maintain fast, consistent service.
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## **SKILLS & CERTIFICATIONS**

- Financial Recordkeeping
- Data Interpretation & Reporting
- POS Accuracy & Cash Handling
- Excel (VLOOKUP, IF Functions, Formatting)
- Workflow Optimization
- Team Training