

Liliana Ponciano

214-533-6988 | Lili31ponciano@gmail.com | www.linkedin.com/in/liliana-ponciano-8060a524b

Education

Texas Tech University, College of Human Sciences

*Bachelor of Science in **Fashion Merchandising***

Lubbock, TX
(Pending, May 2027)

- GPA: 2.6

Work Experience

Cristo Rey Dallas College Preparatory combines quality educational opportunities with a unique Corporate Work-Study Program of direct, on-the-job training for its students. I am required to work five days per month during the school year, earning 60% of my high school tuition.

Dale Operating Company

Dallas, TX

Assistant

August, 2019–March, 2020

- Managed and organized files
- Provided reception services
- Executed filing tasks
- Conducted printing and scanning operations

Hall Group

Dallas, TX

Assistant

August, 2020–March, 2022

- Utilized advanced Excel functions for data management
- Maintained inventory and stocking levels
- Streamlined organizational processes

The Dallas Foundation

Dallas, TX

Student Intern

August, 2022–December, 2022

- Coordinated organizational tasks efficiently
- Supported the IT department with various projects
- Employed Excel for data analysis and reporting

Pinnacle Group

Dallas, TX

Receptionist

January, 2023–May, 2023

- Served as receptionist, ensuring a welcoming environment
- Organized and delivered mail effectively
- Welcomed guests and provided exceptional customer service
- Managed incoming calls professionally

Additional Employment

Melrose

Dallas, TX

Sale/Shoe associate

June, 2021– June, 2022

- Fostered a welcoming atmosphere for guests, delivering friendly and helpful service
- Performed daily maintenance duties to uphold store cleanliness

- Handled cashier responsibilities efficiently
- Assisted with shoe inventory, including restocking and merchandise adjustments
- Conducted inventory counts and unpacked new merchandise

Pizza Hut

Dallas, TX

Intern (Food and Beverage)

June, 2021- August, 2021

- Delivered excellent customer service to enhance guest satisfaction
- Maintained cleanliness and organization of the restaurant
- Operated as a cashier and participated in food preparation

Michaels' Craft Store

Dallas, TX

Sale associate

October, 2022- January, 2023

- Assisted customers with inquiries and purchases
- Performed daily maintenance to ensure store presentation
- Organized merchandise displays for improved accessibility

Dallas Country Club

Dallas, TX

Busser/Server assist

May, 2024– July, 2024

- Managed table setup and cleanliness
- Provided attentive service to guests, including water service
- Rolled silverware for dining arrangements

Honors, Leadership, Certifications, Awards

- Food Certification (TX)
- Fluent in conversational Spanish
- Proficient in excel