




## Elijah Stritter

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## Education

**Bachelor of Science in Business Administration, Concentration in Finance (Intended)**  
*University of Nevada, Reno* – Expected Graduation: **June 2029**

### High School Diploma

Benicia High School – Benicia, CA

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## Professional Experience

### Front Desk Manager

*Benicia Fitness – Benicia, CA* | Feb. 2025 – Aug. 2025

- Managed membership transactions, customer billing, and check-in operations for 25+ active clients at a time, ensuring accurate record-keeping and data entry.
- Strengthened client retention by building ongoing relationships and resolving account, payment, and service concerns in real time.
- Maintained operational efficiency by independently overseeing facility logistics, scheduling, cleaning compliance, and safety procedures.

### Server, Host, Busser

*Venticellos Ristorante – Benicia, CA* | Feb. 2023 – Aug. 2025

- Oversaw 30+ tables while tracking orders, payments, and customer preferences, improving customer satisfaction and return rates.
- Utilized communication and relationship-building skills to upsell menu items, contributing to increased sales and revenue per customer.
- Managed high-volume cash and card transactions with accuracy and accountability.

## **Junior Staff (Volunteer)**

*Kids Kaleidoscope Summer Program – Benicia, CA | Jun. 2022 – Aug. 2022*

- Planned and coordinated 15+ group activities per week, managing schedules and supply budgets.
  - Communicated effectively with administrators and parents to address needs and safety requirements.
  - Collaborated with senior staff to improve program structure and increase participant engagement.
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## **Leadership & Skills**

### **Leadership**

- Captain, Benicia High School Varsity Men's Volleyball Team — led team to first state championship appearance; developed strategic planning, team management, and performance leadership competencies.

### **Finance & Technical Skills**

- Microsoft Excel (formulas, pivot tables, basic financial modeling), Microsoft Office Suite
- Cash handling, billing accuracy, data entry, inventory tracking
- PC hardware assembly & troubleshooting (problem-solving & technical diagnostics)

### **Communication & Client Service**

- Strong interpersonal skills; experienced in building customer relationships that support long-term business value.
- Efficient in high-pressure environments while balancing multiple tasks.