




Elijah Stritter

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Education

Bachelor of Science in Business Administration (Healthcare Administration Interest)

University of Nevada, Reno – Expected Graduation: **June 2029**

High School Diploma

Benicia High School – Benicia, CA

Professional Experience

Front Desk Manager

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

- Served as the primary point of contact for gym members, assisting with membership onboarding, billing questions, appointment scheduling, and service inquiries.
- Maintained accurate data entry and documentation of client accounts, payments, and attendance.
- Enforced facility cleanliness and safety procedures to reduce risk of infection and ensure a safe environment for 25+ patrons at peak hours.
- Provided supportive communication to address member needs, escalating issues appropriately to management.

Server, Host, Busser

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

- Delivered high-quality service to diverse customers, enhancing satisfaction through attentive communication and needs-based interactions.
- Managed high-volume multitasking responsibilities such as order tracking, dietary requests, and payment processing with confidentiality and accuracy.

- Resolved customer issues with empathy and professionalism, supporting a positive guest experience that encouraged repeat visits.

Junior Staff (Volunteer)

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

- Organized and supervised activities for children, ensuring safety compliance and clear communication with parents and administrators.
 - Collaborated with lead staff to monitor group behaviors, respond to concerns, and support emotional well-being of participants.
 - Demonstrated patience, responsibility, and teamwork in high-energy environments.
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Skills

Patient & Client Support

- Empathetic communication, conflict resolution, intake support, confidentiality awareness.

Administrative & Office Skills

- Scheduling, documentation, data entry, record organization, cash handling, billing questions.

Technical Skills

- Microsoft Excel & Office Suite
- Basic database entry, point-of-sale systems
- Strong problem-solving & technical troubleshooting abilities

Leadership & Teamwork

- Captain, Benicia High School Varsity Men's Volleyball Team — led team to first state championship appearance, demonstrating team leadership, planning, and support skills.