

Sophia Gallardo

(858)-910-3822 · sophiaagallardoo@gmail.com · Pomona, CA.

OBJECTIVE

I aim to develop my social abilities further for my future career and improve my communication skills. Looking for new opportunities to learn how communications and public relations work in a company setting during my summer and winter breaks.

KEY COMPETENCIES

- Design efficient solutions for unexpected problems for the best outcome of the company's goal.
 - Coordinate meetings to improve decision-making processes and maintaining effective communication between coworkers.
 - Investigating new trends in fashion, social media, sports, music, and other industries.
-

PROFESSIONAL EXPERIENCE

Bird Rock Coffee Roasters Liberty Station, CA, San Diego **March 2024 - August 2024**

Barista

- Trained barista on traditional coffee drinks, including espresso drinks and unique beverages.
- Greeting customers once entered the store and get informed about the drinks and food options.
- Acquired knowledge of flavor profiles, roasting methods, and processing techniques of over ten different types of coffee grounds from around the world.

Foot Locker, CA, San Diego **October 2021 - March 2024**

Sales Associate

- Received 80 weekly shipment boxes, count new inventory, and improved the organization of the stockroom.
- Provided advice on shoe styles and brands to customers seeking the perfect footwear for specific events and occasions.

Claudia Jaime Eventos, Tijuana, Baja California **July 2021 - September 2024**

Event Coordinator

- Setting tables, checking inventory, and flowers arrangements for indoor and outdoor events.
- Greet and assigned guests to seats in events of +500 people.
- Coordinate schedules for catering, illumination, and bakery on weddings, baby showers, graduations, and parties.

California Polytechnic State University - Pomona **January 2025 - May 2025**

Social Media Internship, Music and Theater Department

- Assist, film, and edit with content creation for recitals, musicals, rehearsals, and plays.
 - Create advertising for the social media platforms for social events.
-

EDUCATION

California Polytechnic State University - Pomona

Majors: Bachelor of Arts, Communications
Emphasis: Public Relations
May 2026

San Diego Mesa College (Spring 2024)

Associates in arts

EXTRACURRICULAR ACTIVITIES

Director Alumni, Multicultural Club

Mexican American Student Association (MASA)

Club member, Communication Club

Public Relations Student Society of America (PRSSA)