Robert Romeo

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SUMMARY

Politics, Economics & Law graduate (B.A., 2026) seeking an entry-level position in a law office. Organized and detail-oriented, with a track record of dependable performance in fast-paced settings and hands-on experience using AI tools to streamline administrative and operational workflows. Communicates professionally, handles responsibilities with discretion, and stays composed under pressure.

EDUCATION

SUNY College at Old Westbury — Old Westbury, NY — *June 2026*
B.A. in Politics, Economics & Law
Nassau Community College — Garden City, NY — *June 2024*
A.A. in Political Science

EXPERIENCE

AI Workflow / Operations Assistant | Startup Catholic — *December 2025 – Present*

- Built and maintained AI-assisted workflows to automate routine administrative and content tasks, cutting manual effort and turnaround time.
- Used AI tools to draft, edit, and organize documents, communications, and recurring reports for the team.
- Streamlined operational processes and documented repeatable steps, improving consistency and freeing time for higher-value work.

Waiter | Uncle Bacala's, Garden City Park, NY — *June 2018 – Present*

- Served customers and managed multiple tables accurately during high-volume shifts in a busy restaurant.
- Handled orders, payments, and customer requests courteously, demonstrating reliability and attention to detail.

Delivery Driver | Gino's Pizzeria, Massapequa, NY — *July 2022 – Present*

- Manage time-sensitive deliveries and cash handling accurately while maintaining a high standard of customer service.
- Prioritize and organize multiple orders efficiently to meet service goals during high-volume periods.
- Resolve customer questions and issues courteously, staying composed under pressure.

SKILLS

Administrative & Technical: Microsoft Office (Word, Excel, Outlook), AI tools & workflow automation, document drafting, data entry, scheduling, digital research.
Professional: Written & verbal communication, organization & attention to detail, discretion & confidentiality, time management, calm under pressure, team collaboration.