

EXPERIENCE

Bartender

Carrabba's - Oceanair Seafood Room / Jan. 2022 - Current

- Crafting and serving mixed drinks, cocktails, beers and wines for guests
- Following food and drink safety regulations
- Weekly accounting of purchases and sales as well as payroll
- Running food and alcoholic drinks for patrons

Closing Quality Specialist (Compliance Auditing)

Supreme Lending / April 2020 - Dec. 2021

- Assessed the submitted mortgage loans for accuracy and reported any missing documentation and defects found
- Reviewed over 270+ loans per month through our Encompass systems
- Ensured closing and supporting documents were compliant with company guidelines
- Using Excel, I developed a metric system for the team to track progress and resulted in improved status updates, communication, productivity and work performance

Senior Process Associate (Collections)

Genpact LLC (Marcus by Goldman Sachs) / Nov. 2018 - April 2020

- Utilized multiple operating systems for collecting payments and researching account information (Finacle, Pega, Appian, Qfiniti, etc.,)
- Maintained records of daily work
- Engaged with customers to relieve any delinquencies
- Documented all interactions for assigned accounts

Server

Mi Cocina / Jan. 2017 - Nov. 2017 & Aug. 2018 - Dec. 2018

- Provided quality customer satisfaction through food order, delivery, and guest service
- Performed quick, fluent communications between front and back of house in both (English and Spanish) languages
- Administered side and cleaning duties upon arrival of work, throughout, and departure from restaurant
- Operated as a team with other members of the restaurant for the best dining experience

Receptionist & Underwriting Assistant

Risk Theory LLC / Aug. 2017 - Feb. 2018

- Managed and completed up to 15 agent submissions a day
- Worked closely with underwriter on processing potential and current clients
- Greeted guests and answered phone calls daily
- Demonstrated proficiency in technical applications such as Sales Force

SKILLS

Technical

- HTML
- CSS
- JavaScript
- React
- React Native
- Bootstrap
- Git
- Visual Studio Code
- Figma
- GitHub

Professional

- Web development
- Mobile development
- UI/UX Design
- Photography
- Video production
- Customer service
- Call center
- Detail- oriented

LANGUAGES

English - Native

Spanish - Intermediate

EDUCATION

Dallas County Community College

AS Science, GPA 3.2
-Sept. 2022

Nucamp Coding Bootcamp

Full Stack Web
+ Mobile Development
Feb. 2022