

RACHEL ELENA LAQUEA

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(407) 923-7951
2009 Rosewood Manor Lane
Orlando, FL 32806

Throughout my professional experience, my customer service, clerical, communications and technological skills have become invaluable in my personal and professional life. My dependable, trustworthy and hardworking character continually motivates me to contribute my best effort at all times. In addition to my professional experiences, I am currently engaging in self-study to further my knowledge related to music & sound therapy, holistic health & therapeutic methodology, herbalism and technology.

Proficient in Microsoft Word, Excel, Powerpoint, Point of Sale, HTML/CSS

EDUCATION

William R. Boone High School, Orlando FL, June 2010

Advanced placement curriculum
Florida bright futures academic scholar

Bachelor of Arts, Stetson University, Deland, FL, May 2014

Major in Psychology, minors in Music & Spanish

PROFESSIONAL EXPERIENCE

Current employment:

Cassadaga Camp Bookstore

Retail sales, customer service, product inventory, cash handling, data entry, Quickbooks Point of Sale

Linksystems International

Online writing tutoring using both live tutoring chat and review of student essays & papers

Previous employment:

Elite Music Instruction

Private vocal instructor teaching students proper body posture, breathing and musicianship skills such as sight reading, aural training & music theory

Earth Fare

Bakery department, cashier, scan department, specialty foods department

Pavlik Center for Health and Wellness

Front Desk Staff, 2014-2018

Customer service, insurance verification, patient intake, scheduling, handling confidential information

VOCAL PERFORMANCE EXPERIENCE

Bach Festival Society Choir Member, August 2016 to present

Voice part: first soprano

Small Ensemble in Bach Festival choir

conVivo Orlando

soprano

Vocal quintet group featuring a cappella, classical, jazz & pop repertoire

Professional References:

Selene Green, Cassadaga Bookstore Supervisor

(386) 228-2880

CassadagaCampBookstore@gmail.com

Mollie Rich, Stetson University Professor Emeritus

(386) 734-3655

mrich1@stetson.edu

