

BÁRBARA M. VÁZQUEZ VÁZQUEZ

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SUMMARY

- Highly motivated and organized with strong interpersonal and communication skills.
- Self-starter with ability to work in a team setting as well as independently.
- Reliable, quick learner, willing to accept new challenges, capable of handling multiple tasks

SKILLS

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- Proven success in ensuring efficient and organized office environments
 - Knowledge of Microsoft Office (MS Word, Powerpoint, Excel, Outlook)
 - Fully Bilingual in English and Spanish

EDUCATION

CUNY University Brooklyn College

Master's Degree in Music Performance, Voice, August 2011- May 2013

The Knowledge House

Web Development Pre-training, HTML, CSS, Javascript, October 2017-Present

EXPERIENCE

September 2013- Present

- **Front of the House Prepared Foods Team Member.** Whole Foods Market Chelsea, New York, New York.
Duties: (Listed but not limited to) Give immediate and undivided attention to every customer as well as ensuring food quality and freshness, clean and stock the area to keep it appealing.

October 2010- July 2011

- **Teacher assistant.** Institución Educativa Nets. Añasco, Puerto Rico.
Duties: (Listed but not limited to) Clerical work. Workshops coordinator for parents and teachers. Prepare lesson materials, present subject matter to students under the direction and guidance of teachers. Tutor and assist children individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teachers.

January 2010- May 2010

- **Music teacher.** Specialized School of Music of Mayagüez, Puerto Rico.
Duties: (Listed but not limited to) Coach individuals for a particular role in a play or musical. Plan lessons and organize resources. Teach vocal and breathing exercises and techniques.

May 2008- August 2010

- **Retail Sales Associate.** Bookstore Librería Educativa: Mayagüez, Puerto Rico
Duties: (Listed but not limited to) Providing excellent service to all customers through direct salesmanship, and prompt and courteous service. Completing each transaction in a quick and efficient manner, minimizing delays to the customer. Developing thorough knowledge of all merchandise carried in the store and offering selection guidance to

customers. Performs all other responsibilities as directed by the business or as assigned by management.

August 2006- May 2007

- **Administrative Assistant, Case Manager.** A.S. Medical Equipment: Hormigueros, Puerto Rico
Duties: (Listed but not limited to) Responsible for the daily durable medical equipment (DME) operations. Process DME orders. Customer relations. Installations and deliveries as well as record keeping. Was able to meet the needs and provide service to all age groups - infancy through geriatrics.