



ADDRESS

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CONTACT

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INTERESTS

Organizing events in the community

Being involved with charities

Volunteering at local companies,
clubs and organizations

Cooking and baking

Reading and writing books and
articles

GRACE LOPEZ

PUBLISHING ASSOCIATE

EDUCATION

SB Community College

2021

Editing and Publishing Graduate Certificate

Cleveland High School

2008

Franklin Junior High

2008

WORK EXPERIENCE

WestCal Publishing Publishing Associate

Current

Handles the administrative functions of publishing newsletters, magazines, Web sites or books

WestCal Publishing Senior Fulfilment Operative

2020

Managed all order entry tasks and proactively support the timely shipping of orders. Ensured customer information/product information is accurately replicated in Order tracking tools. Reported any inconsistencies and work to escalate to Order Fulfilment Team Leader as appropriate.

Tree of Idleness Waiter

2018-2019

Greeting guests and taking drink and food orders. Staying attentive to the needs of guests in the dining area. Delivering food from the kitchen to the guests. Ensuring the food order is made correctly by kitchen staff and looks presentable for guests.

New to You Retail Assistant

2015-2017

Assisted customers and ensure that they have an enjoyable shopping experience and want to return. Greet customers who enter the store. Answer queries and handle customer complaints, sending them to management if necessary. Dealt with customer refunds.