Biography

Grace Lopez

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**Address**

Apt 49 B Sycamore Heights

Mountain View Street, Santa Barbara

California,

US, 93101

Phone number: 00-234-567-8910

Email G[lopez@westcal.com](mailto:Mlopez@westcal.com)

**Education**

2001: Lincoln Elementary School

2005: Franklin Junior High

2008: Cleveland High School

2021: Editing and Publishing Graduate Certificate, SB Community College

**Work Experience:**

**Publishing Associate**

WestCal Publishing

Employer

An associate publisher is responsible for monitoring the circulation of West Cal Publishing's publications. An associate publisher typically handles the administrative functions of publishing newsletters, magazines, Web sites or books. Success in this position normally requires good organizational and communication skills.

**Senior Fulfilment Operative**

WestCal Publishing

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

**Waiter**

Tree of Idleness, Santa Barbara

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.

**Retail Assitant**

New to You, Santa Barbara

Your primary goal is to assist 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. Deal with customer refunds.

**Interests**

1. Organizing events in the community
2. Being involved with charities
3. Volunteering at local companies, clubs and organizations
4. Cooking and baking
5. Reading and writing books and articles

**References**

Brian Jones, CEO, WestCal Publishing [brian.jones@Westcal.com](mailto:brian.jones@Westcal.com)