

YAJAIRA CABREJA

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Profile

A highly equipped professional with strong interpersonal and organizational skills with a keen ability to multitask a variety of challenges and responsibilities.

Experience

Starbucks Cafe, (New Haven, CT) 8/2009-12/2010

Barista

Responsible for fulfilling orders and completing sales transactions.

- Greeted customers and took food order; provided information about products.
- Operated cash register and received payments from customers in cash or credit card.
- Educated and informed customers about the differences among coffee beans, coffee preparation and home brewing methods.
- Performed routine cleaning and ongoing maintenance.
- Cleaned and stocked customer area.

Lucille Roberts, (Bronx, NY) 2/2007-7/2008

Assistant Manager

Perform administrative support; Oversaw daily office procedures for support personnel.

- Organized, maintained, and assumed responsibility for files, records, & contracts
- Maintained appointments and calendars; organized on and off site corporate meetings.
- Performed filing, data management, drafting and editing short office memos.
- Answered multiple lines, and document incoming calls.

Mount Hope Housing Co. (Bronx, NY) 1/2000-8/2004

Community Ambassador Volunteer

Perform clerical functions to facilitate operations.

- Received all materials invoices and compare to insure proper deliveries, as well as setup deliveries of all materials.
- Monitored quality control to assure best possible customer service within all buildings.
- Input orders, answered questions or concerns to potential tenants.

Elite Imaging (New York, NY) 1/2000-8/2004

Data Coordinator (Temp.)

Perform clerical functions to facilitate operations.

- Created all excel spreadsheet for all legal documents.
- Updated all court costs for debit clients.
- Created monthly reports for undelivered items, and all reconciliation's.

Education

Young Adult Learning Academy-- Palisades Park, NJ 2004-2008

Skills

- Proficiency in Microsoft Office programs (Word, Excel, & PowerPoint)
- Copying, faxing, incoming/outgoing mail distribution.
- Ability to become intermediate/proficient in any software; after 2 weeks of training
- Filing, faxing, copying, scanning, uploading/downloading, & mail distribution.

- Typing (55+ wpm)