

# JUSTINE PAREDES

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## EDUCATION

**Palm Beach State College**, Lake Worth, FL

2024 - Present

*Associate of Science in Network Administration* (in progress)

*Associate of Science in Computer Programming* (in progress)

**Atlantic High School**, Delray Beach, FL

*High School Diploma*

## PROFESSIONAL EXPERIENCE

*Lead Line Cook*, **Moon Thai & Japanese**, West Palm Beach, FL

2023 - 2024

- Collaborated with the kitchen team to maintain consistency and uphold hi standards in meal preparation.
- Ensured smooth kitchen operations by preparing ingredients and coordinating with chefs.

*Line Cook*, **PF Chang's**, Boca Raton & Boynton Beach, FL

2022 - 2024

- Assisted over 200 customers both on the phone and in person, consistently delivering high-quality service to enhance the dining experience.
- Maintained a clean and organized workspace, strictly adhering to health and safety standards to ensure a safe kitchen environment.
- Effectively managed inventory levels while adapting to changing menus and special promotions, ensuring smooth kitchen operations.

*Math Tutor & Executive Assistant*, **KUMON**, West Palm Beach, FL

2016 - 2021

- Improved K – 12 student math proficiency up to Calculus level through both group and one-on-one tutoring.
- Maintained 100% accuracy in managing records for over 200 students.
- Enhanced coursework distribution efficiency, significantly reducing wait times.
- Communicated with wide variety of parents.

## VOLUNTEER EXPERIENCE

*Library Volunteer*, **Lantana Library**, Lantana, FL

2011 - 2018

- Shelved books and maintained organized collections.
- Guided patrons in locating resources and using catalog systems.
- Updated inventory records and ensured database accuracy.

## SKILLS

**Computer:** Microsoft Office Word, Excel, PowerPoint

**Professional:** Inventory management, quality control, multi-tasking, workflow optimization, attention to detail, communication, collaboration, time management.