

Lorraine Vasquez

Human Resources Manager

Concord, NC - Email me on Indeed: [indeed.com/r/Lorraine-Vasquez/2e4e070737b2da43](https://www.indeed.com/r/Lorraine-Vasquez/2e4e070737b2da43)

My goal is to achieve my certificate in Bakery/Pastry. After doing so I want to be a pastry chef for Walt Disney World and eventually open my own bakery.

WORK EXPERIENCE

Human Resources Manager

Amway Financial Services - Charlotte, NC - June 2010 to August 2012

Charlotte, NC

American Recovery Group, Charlotte, NC

United Check Recovery, Rock Hill, SC

Human Resources Manager

I co-managed an office of sixty people in each office doing collections for payday loans. I started out as a collector on the phone and in six months was promoted to Human Resources Manager. My duties included, running payments for several different offices, helping the company grow with new employees, handling discrepancies within the company

Barista

Port City Java - Charlotte, NC - October 2009 to June 2010

Responsible to help open and close the store and making sure everything was prepped for the day. I was also responsible to count the draws at the beginning/end of shifts as well as banking.

I was the opening baker for the morning pastries and prepared different types of lunch menus for the day. Taking phone orders and catering meetings were a weekly event.

Child Safety Expert

Amber Ready - Rockaway, NJ - February 2009 to July 2009

I helped assist enrolling customers into a program to help prevent abductions of children. This was a pilot program that I was trained for.

5/2007- 2/2009

Port City Java, Basking Ridge, NJ

Responsibilities included opening and closing the store including the banking. I was the morning baker for pastries as well as preparing different types of lunch menus for the day. Taking phone orders and catering meetings were also a weekly event. I was also responsible for doing the ordering and putting orders away.

CNA

Morristown Memorial Hospital - Morristown, NJ - November 2005 to August 2007

CNA Certified

I was trained to help take care of sick patients on various levels. I worked with the elderly as well as children, and assisted the nurses in doing daily routine care for patients.

Customer Service

Wegmans - Bridgewater, NJ - February 2004 to November 2005

Bridgewater NJ

I assisted customers at the checkout. I worked in the Wine shop as well as in the Café. Also did Customer Service desk in assisting with returns and answering phones.

Customer Service Manager of the front end of the store

Wal-Mart - Piscataway, NJ - April 2003 to November 2004

Piscataway, NJ

I started as a cashier and within 3 months I was promoted to Customer Service Manager of the front end of the store. I was responsible for over one hundred employees making sure they all received their lunches/breaks on time. I took care of any complaints with customers as well as making sure the store was ready for the next shift. I was responsible for counting money at the end of each shift and the evenings.

Baby Lead Department

Old Navy - Menlo Park, NJ - May 1999 to October 2003

I was responsible for properly displaying baby clothes every week for promotions in the store, interacting with customers on a personal level to assist with their needs. Also, did overnight inventory with the store.

EDUCATION

Certificate

The International Culinary School at The Art Institute of Charlotte

ADDITIONAL INFORMATION

Skills

Typing, Some knowledge of Microsoft Word and Computers, Answering Phones, Filing and Customer Service, Certified Nurses Aid