Valerie Paneque

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Education

- **University of Central Florida**
  - Bachelor of Arts in Digital Media, Web Design (Currently Attending)
- **Olympic Heights Community High School**
  - Academy of Hospitality and Tourism (4 Years)
  - High School Diploma

Work Experience

Foxtail Cafe (UCF Campus Store), Orlando, FL
Team Member | December 2021 - Present

- Prepare iced and hot drinks
- Operate espresso machine
- Process orders at the register
- Assist in food preparation and baking
- Design and create weekly "Drinks of The Week" sign

UCF Campus Bookstore, Orlando, FL
Team Member | November 2021 - Present

- Shelf textbooks and manage inventory using TA2 system
- Package and process online orders for pick-up and shipment
- Operate textbook and front registers
- Organize merchandise on the sales floor

Haagen Dazs at Disney Springs, Orlando, FL
Team Member | June 2021 - September 2021

- Managed cashier duties
- Prepared various ice cream-based treats according to recipes
- Scooped ice cream and maintained cleanliness of the store

UCF Campus Bookstore (Temporary Position), Orlando, FL
Team Member | December 2020 - January 2021

- Responsible for shelving textbooks and maintaining organization
- Assisted in processing and packaging orders

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- Operated registers for textbook and front-end transactions
- Contributed to visual merchandising efforts on the sales floor

Phenomenon Nitrogen Ice Cream and Bake Shop, Boca Raton, FL
Ice Cream Maker/Cashier | August 2019 - August 2020

- Prepared ice cream and managed inventory
- Operated cash register and provided customer service
- Maintained cleanliness of serving areas and equipment

California Pizza Kitchen, Boca Raton, FL
Hostess | May 2018 - February 2019

- Greeted guests and escorted them to their tables
- Managed waitlist and answered phones
- Assisted in bussing tables and food service when necessary

Skills

- Proficient in Microsoft Office Suite
- Certified in ServSafe food handling
- Strong interpersonal skills, including teamwork and dependability
- Customer Service
- Creativity
- Organization
- Communication
- Adaptability
- Ability to multitask and prioritize tasks effectively
- Familiarity with Visual Studio Code, HTML, CSS, JavaScript, Node.js, GitHub, Figma, and Adobe Fresco