

Yesenia Llanos

[address]

[phone]

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CAREER SUMMARY

- 3 years of cash handling and customer service
- Strong organizational skills
- Proven ability to adapt to new working environments and work well in teams

EDUCATION

University of New Haven, West Haven, CT

Expected Graduation May 2013

- *B.S. Tourism and Event Management*

WORK EXPERIENCE

Event Planning Assistant Coordinator, **Fred Astaire Dance Studio** May 2012 - September 2012

- Assisted event coordinator with day to day task
- Prepared excel sheets, envelopes, letters, and ordered the necessary things for upcoming competitions.
- Gave suggestions and opinions for upcoming competitions
- Worked at registration table and did specific tasks on the day of the competitions.

Assistant Manager, **Jeffery's Hazell Nut Café**, University of New Haven January 2012 - Present

- Assists manager in supervising, scheduling and training of new employees
- Suggest improvements within the café as far as new products and setup of café
- Assume responsibility in absence of Café Manager

Teller, **TD Bank**, West Haven, CT June 2010 – Present

- Received and count cash at the beginning and end of shift
- Processed account withdrawals and deposits for customers
- Performed specialized tasks such as bank checks, money orders, verify loan payments and credit card payments
- Achieved specific sale goals by promoting new products that the bank offers customers such as insurance, different bank accounts, Visa cards.

Food Prep Assistant, **Jeffery's Fusion Restaurant**, West Haven, CT

- Served food and beverages to guests
- Prepared and cooked a range of signature dishes such as soups, salads, entrees, and desserts
- Learn different procedures on how to cut, cook and work with different foods such temperatures, how long to cook items, and how to incorporate them with other foods.

Professional Affiliations

- Omega Phi Beta Sorority, Incorporated November 2011 - Present
- Latin American Student Association October 2009 - Present
- National Society of Minorities in Hospitality October 2011 – Present