

Sandy Rubi                      NW 19th ter, Miami, FL, 33125                      786-543-4573

Creative Assistant

Loveism - Miami, FL    May 2021 to December 2021

- Create posts for social media and Organize Office ( files/ supplies) and Organizing Photoshoot
- Ensuring Detailing on Garments are correct • Creating lists for supplies needed in events

Cashier

Burger King - Miami, FL August 2020 to January 2021

- Reduced customer wait-times by quickly and efficiently operating customer windows and sales registers. • Maintained clean, sanitized and well-organized food preparation zones.
- Wiped counters and sanitized equipment to maintain clean food prep and dining areas.
- Greeted customers promptly and took orders to keep the flow of traffic moving.
- Prepared quality products while maintaining proper food safety practices, portion control, and presentation within service goal times.

Seamstress

August 2018 to January 2021

- Alterations on pants, dresses, shirts ..constructing, altering, repairing, or modifying garments for customers based on their specifications, needs, and preferences.
- Take customers' measurements, assist in fabric selection, and arrange fittings to determine whether additional adjustments are needed.
- sewing zippers, buttons, hooks and eyes, or snap fasteners on garments and ironing.

Secretary

FCCLA - Miami, FL August 2018 to July 2020

- Keeps accurate and complete minutes of all chapter and executive council meetings and activities.
- Makes minutes and other chapter resources (committee lists, activity calendars, bylaws, etc.) available to the membership by reading, posting, or circulating as determined by the chapter by laws.
- Reminds the president of any unfinished business prior to the next meeting.

Walmart Stocker

Walmart - Miami, FL January 2020 to March 2020

- Putting away and organizing all of merchandise in the appropriate area • Setting up product displays and other promotional material
- Assisting with unloading truck deliveries

- Helping customers locate specific merchandise throughout the store
- Ensuring that aisles are free of clutter and other tripping hazards

Business Administration MDC Miami Dade College

Associate's degree in Business Administration

Miami Dade College – Miami, FL

August 2020 to Present

High School Diploma

Miami Senior High – Miami, FL

Skills

- Typing
- creative-thinking
- analytical
- adaptability