

Maria Jose Guerrero Tenreiro

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www.linkedin.com/in/maria-guerrero

Entrepreneurial minded business student known for always smiling and with a special interest finance, forecasting, bookkeeping and back-end operations.

Fluent in English and Spanish | Mac Applications | Microsoft Office Suite | Food Service | Baker | Barista (coffee) | Certified Autodesk AutoCAD 3D | Opera |

EDUCATION

Lynn University, Boca Raton, FL

MBA on **Hospitality**.

From January 2020 to July 2021

Lynn University, Boca Raton, FL

Bachelor of Science in **International Business**

Minor : **Hospitality**

From August 2016 to December 2019

Gremi de Flequers du Catalunya.

Barcelona, Spain

Intensive Course in Professional Bakery

June 3rd – July 10th, 2019 (192 hours)

EXPERIENCE

Sales Associate– Kohler by GROF, Bethesda – Washington D.C. (January 2020 – Present)

Barista - Trend Tea, Coffee Boca Raton – Florida (August 2018 – December 2019)

- Welcoming customers, promoting specials or new items, answering questions, and accepting orders and payments.
- Preparing sandwiches and baked goods, grinding and blending coffee beans, and serving items to customers.
- Cleaning and restocking work and dining areas, emptying trash, and sanitizing equipment and utensils.

Sales and Catering Assistant - Wyndham Hotel, Boca Raton – Florida (Summer 2018)

- Observed and rotated through guest services, catering and sales operations
- Secured individual guest rooms using group room block
- Accompanied sales manager VIP guest rooms delivering welcome gifts to returning guests
- Managed event filing system, including printing and organization of welcome letters

Food and Beverage Intern - JW Marriott, Caracas – Venezuela (Summer 2017)

- Internship provided an elevated guest experience to generate loyal clientele
- Praised by staff for dedication, hard work and positive attitude, setting examples for others

Host and Cashier - Grupo Alfresco, C.A Caracas – Venezuela (Summer 2016)

- Took food orders in restaurant, relaying to kitchen staff
- Praised by management for putting people first and treating customers with positive attitude
- Collaborated with staff in creating menus recommending popular food items

VOLUNTEER

Boca Helping Hands, Lynn University, Boca Raton, FL (January 2017)

Member – Club Tennis (January 2016-2017)

Sister Carmelita's Hall – Academia Merici, Caracas, Venezuela (2015-2016)

Comparte por una Vida, Caracas, Venezuela, (2014 - 2016)