

EMIR VASQUEZ

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PROFESSIONAL SUMMARY

To obtain a challenging entry-level position in the hospitality industry with opportunities for growth and advancement.

EDUCATION

Ashworth College
Associate Degree, *In progress*
Small Business Management

Roberto Clemente Community Academy High School
Career Technical Education Program – Theatre/Drama Acting I, II, III
Diploma
June 2023

EXPERIENCE

Spencer and Vasquez Family
Family Member

Chicago, IL
August 2018 – Present

- Assist with household cleanliness including bedrooms, kitchens, trash disposal, yard work, dusting, and sanitizing.
- Run errands, such as grocery shopping, medication pick-ups, and food pick-ups.
- Work with parents to develop and implement rules and consequences to encourage self-control, self-confidence, and responsibility.
- Use imagination and originality to interact with, entertain, and engage with children.
- Lead and train children on daily household responsibilities, such as organizing and storing personal items.
- Prioritize tasks in a timely manner to ensure supervision expectations are met.
- Lead, provide advice, and encourage children.
- Develop and provide love, honesty, faithfulness, and trust.

Vandalay Brands (Millennium Park)
Cook (Paid Internship)

Chicago, IL
June 2023 - August 2023

- Prepped and cooked meals for customers, such Mexican dishes.
- Helped develop new recipes and used culinary expertise gained through education to prepare food according to customers dietary needs.

- Maintained OSHA compliance by keeping kitchen clean and organized, washed dishes, sanitized surfaces, and disposed of trash.
- Ensured food products were stored according to health requirements.
- Assisted with delivery shipments by unloading and storing food products for day and night operations.
- Interacted with customers, maintained a positive attitude, and met their expectations.
- Performed all other duties as assigned to maintain an effective and profitable store operation.
- Served as back-up host in the absence of others or during high-volume periods.
- Assisted team members when needed to ensure all areas of the department were not experiencing a backlog.
- Managed time and priorities in a fast-paced environment.

Beyond Rhyme & Rhythm Audio/Video Arts Program
Music Production (Paid Internship)

Chicago, IL
May 2021 - September 2021

- Developed general and advanced knowledge of music, such as sound engineering, short film production, reading and understanding musical composition.
- Practiced hands-on instructions from music industry professionals, including audio production, engineering, and music theory.
- Worked in group environments to plan, perform, record, edit, and produce music videos.
- Learned to play instruments, such as a piano, drums, and guitar to incorporate into music and hosted a showcase.
- Attended hybrid sessions to familiarize oneself with in-person and remote work production.
- Attended meetings and training sessions.
- Organized information in a sequential order to maintain accuracy of processes.

Wolff's Flea Market - Rosemont
Customer Service Representative

Rosemont, IL
June 2024 – October 2024

- Efficiently managed and coordinated parking logistics to optimize lot capacity, minimize congestion and ensure a seamless experience for all vendors and attendees.
- Provided consistent support to superiors throughout the day by promptly completing assigned tasks, demonstrating adaptability, reliability, and strong multitasking skills.
- Provided directions, answered product inquiries, and addressed concerns to enhance the shopping experience.
- Addressed issues such as disputes between shoppers or vendors, lost items, or parking challenges, often in collaboration with security personnel.
- Managed vendor relations by responding to inquiries and ensuring adherence to market policies.
- Ensured vendors had necessary amenities (e.g., electricity, water, tables, and chairs), and maintained cleanliness and organization within the market.

Jewel-Osco Home Shopping Department (Ecom)

Chicago, IL

September 2024 - April 2025

- I enhanced my communication skills by talking to customers on a daily basis.
- While shopping for groceries for customers orders I practiced on my time management skills to complete them on time.
- I managed to work on moving at a fast pace to get the job done within little time.
- Learned to stage and organize orders properly according to where each food product is supposed to be placed such as keeping it cool, warm, or frozen.

Skills

- Acting & Improvisation Techniques
- Prep Cook / Cooking
- Communication
- Organization
- Problem solving
- Active listening
- Teamwork
- Customer service
- Leadership
- Adaptability
- Microsoft Office Suite
- Internet Search Engines (Edge, Explorer, Bing, Google, Yahoo)
- Time Management

References: Available upon request