

# Emily Suarez Moises- Finance/Business-Focused Resume

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**Languages:** English (Proficient), Spanish (Native)

## EDUCATION

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**B.S. in International Business, Minor in Finance**

Univerity of Nevada, Reno — Reno, NV

- Minor in Finance

**Expected Grad. June 2029**

## EXPERIENCE

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**Barista — Happy Tiers Bakery and Café**

Incline Village, NV — April 2025–August 2025

- Processed high volumes of transactions accurately using POS systems, maintaining 100% accuracy in cash handling.
- Assisted in organizing daily operations and improving service flow during peak business hours.
- Prioritized efficiency and consistency by following standardized preparation and quality-control procedures.
- Strengthened customer relations by handling inquiries, resolving issues, and promoting menu items.

**Childcare Provider — Private Families & Horizon Summer Camp**

Incline Village, NV — June 2023–Present

- Managed the care and schedules of 5+ children (ages 6 months–10 years), demonstrating strong responsibility, organization, and reliability.
- Communicated progress, schedules, and expectations with parents, maintaining repeat clients and referrals from 4 households.
- Planned structured activities that required time management, risk assessment, and attention to detail.
- Adapted behavior and safety strategies based on individual needs and environments.

## BUSINESS & FINANCE SKILLS

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- Cash handling & payment processing
- Basic financial analysis & data organization
- Inventory monitoring & operational efficiency
- Problem-solving and decision-making
- Customer relations & service optimization
- Bilingual communication (English & Spanish)
- Team collaboration & workflow coordination
- Time management & multitasking

## ADDITIONAL BUSINESS-RELATED STRENGTHS

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- Reliable with confidential information
- Strong interpersonal and client-facing skills
- Ability to manage multiple tasks under pressure
- Experience supporting small, fast-paced work environments
- Interest in finance, business operations, and organizational planning