

# Emily Suarez Moises

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## EDUCATION

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**Bachelors of International Business**      **Expected Grad. June 2029**

Univerity of Nevada, Reno

- Minor in Finance

## EXPERIENCE

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### Barista

Happy Tiers Bakery and Café - Incline Village, NV - April 2025, August 2025

- Prepared and served specialty coffee, espresso, and tea beverages with consistency and quality.
- Delivered excellent customer service by taking orders, processing payments, and assisting guests with menu questions.
- Maintained a clean and organized workstation, following food safety and hygiene standards.
- Collaborated with team members to manage high-volume service during peak hours.

### Babysitter

Private Families and Horizon Summer Camp - Incline Village, NV - June 2023, Present

- Supervised and cared for 5+ children, ages 6 months–10 years, ensuring safety and well-being.
- Designed and led educational activities, including Spanish lessons and swimming instruction.
- Maintained positive relationships with families, earning repeat clients and referrals from 4 households.
- Supported children’s behavioral growth by setting clear expectations and routines.

## SKILLS

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- Leadership and team management
- Strong communication and organizational skills
- Problem-solving and multitasking
- Social media and digital content creation
- Experience creating bilingual and engaging educational activities
- Customer service and client relations

## LANGUAGES

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- **English:** Proficient
- **Spanish:** Native

## REFERENCES

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- Julia Taylor ~ 510-393-4066
- Jazmine Lance ~ 603-205-5299
- Blanca Claudia ~ 612-597-6545