

Ximena Vazquez

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EDUCATION

The University of Texas at Dallas

Bachelor of Science in Accounting,

Comet Transfer Scholarship

TEI Scholarship

May 2027

First semester at UTD

Dallas College, Mesquite

Associate of Arts, Business and Management

May 2024

GPA 3.57

Target, Mesquite, Texas

Fulfillment Associate

July 2024- Current

- Pick, pack, and prepare guest orders accurately according to Target's standards, ensuring that the correct items are delivered in a timely manner.
- Use handheld devices or computer systems to scan, track, and manage inventory. Verify product availability and quality before fulfillment.
- Package items securely for delivery or in-store pickup to ensure safe transit. Follow procedures to prevent damage during shipping.

M&T Tax Professional- Grand Prairie, Texas

Seasonal office assistant

March 2024- June 2024

- Assist with the preparation of tax documents and forms, ensuring accuracy and confidentiality.
- Perform general administrative duties, including filing, data entry, and office supply management.
- Maintain and update client records and appointment schedules using office management software.
- Greet and assist clients upon arrival, ensuring a positive first impression and directing them to appropriate staff.

Best Buy, Mesquite, Texas

Sales Associate

February 2023- March 2024

- Assisted customers in selecting and purchasing electronics, providing detailed product information and recommendations based on individual needs.
- Processed transactions using point-of-sale (POS) systems, handling cash, credit, and debit transactions with accuracy and efficiency.
- Trained and mentored new sales associates on sales techniques, customer service, and store policies.

Starbucks, Mesquite, Texas

Barista Trainer

August 2021- January 2023

- Developed and delivered comprehensive training programs for new baristas, focusing on coffee preparation techniques, customer service, and café operations.
- Engaged with customers to provide personalized service, make recommendations, and handle transactions efficiently.
- Maintained cleanliness and organization of the work area, including proper handling of equipment and supplies.

Organizations

- **Accounting club**, Ut Dallas August 2024- Current

ADDITIONAL INFORMATION

Languages: Advanced Spanish

Eligibility: US Citizen, Eligible to work in the US for internships and full-time with no restrictions.