

Talia Navaz

299 New York Ave
Newark, NJ, 07105
(973) 391-7834
talianavaz@hotmail.com

Mission: To develop business acumen & soft skills while supporting the growth of a retail business in Newark, NJ.

EDUCATION

- East Side High School 2016- 2020
High School Diploma
GPA: 3.65
- Essex County College 2018- 2020
Associates Degree in Liberal Arts
GPA: 3.5
Earned 65 number of credits to date, exceeding grade- level credit requirements

Experience

Burlington Coat Factory (Elizabeth, NJ) October 2020- July 2021 Cashier;
Merchandise

- Maintain a safe and clean work environment for customers
- Achieves perfect reconciliation of cash accounts consistently
- Greet customers with a positive attitude and smile

La Casa de Don Pedro Head Start (87 St. Francis) November 2022-March 2023

La Casa de Don Pedro Early Head Start & Head Start (201 1st Street) March 2023- June 2023

Skills

Hard Skills

- Professionally working ability in Microsoft Office suite (PowerPoint, Microsoft Office, Google Slides)

Soft Skills

- Emotional Intelligence & Customer Relationship Building, Customer Facing Skills

- Advanced writing and speaking skills in English and Spanish
- Group Facilitation
- Time Management
- Willingness to learn
- Bilingual

Interests

- Reading
- Writing
- Travel
- Listening to Music
- Learning languages