

# BIANCA CATALAN

ESTHETICIAN

## CONTACT



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Robbins , North Carolina 27325

## SKILLS

- Critical thinking
- Foreign language
- Adaptability
- Customer service
- Organizational
- Teamwork

## LANGUAGES

- **Spanish**  
Fluent

## EXPERIENCE

August 2023 - November 2023

### Babysitter

Babysitting, Asheboro , North Carolina

- Entertained and engaged with children using games, crafts, and other activities.
- Remained alert at all times to ensure the safety of each child under my supervision.
- Built strong relationships with families through open communication and trustworthiness.
- Monitored safety of children at all times to reduce risks.
- Prepared snacks and cooked meals for children using available food items.
- Developed strong communication and organizational skills while managing multiple tasks.
- Performed cleaning and housework tasks to keep living space organized and sanitary.
- Developed trusting relationships with parents and adhered to adult instructions regarding child supervision.
- Demonstrated ability to provide a safe and secure environment for children of all ages.
- Maintained cleanliness of the home by doing light housekeeping duties such as laundry, dishes, vacuuming.
- Encouraged positive behavior through redirection and positive reinforcement techniques.
- Washed dirty dishes, laundry, and sheets after use.
- Handled diaper changes for infants and properly disposed of dirty cloths and linens.
- Assisted children with chores and personal hygiene tasks.
- Scheduled nap times and put children to bed at reasonable times.
- Taught basic skills such as brushing teeth, cleaning up, and dressing.
- Incorporated music and art activities to encourage creativity and expression.

March 2022 - July 2022

### Vendor Assistant

Bimbo bakeries/barcel, Asheboro , North Carolina

- Tracked shipments from suppliers to ensure timely delivery of goods and services.
- Coordinated with other departments to meet the needs of vendors and customers.
- Managed inventory levels including ordering supplies when needed.
- Reviewed invoices for accuracy prior to submission for payment processing.
- Provided effective communication between internal teams and external vendors.
- Processed payments for goods and services in a timely manner.
- Answered questions about product features and benefits.
- Provided excellent customer service to ensure satisfaction with each purchase made from door-to-door sales visits.
- Created engaging displays that attracted attention from passersby.
- Persuaded customers to purchase merchandise and services.
- Ordered or purchased supplies.