



# Yasmin Guereca Silva

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## PROFESSIONAL SUMMARY

Reliable employee seeking a new career. Offering excellent communication and good judgment. As well as hardworking and passionate with strong organizational skills eager to secure entry level positions.

## SKILLS

- Guest Satisfaction
- Customer Service
- Guest Inquiries
- Cash Register Operations
- Line Work
- Assembly and Production
- Hand Tools and Machinery
- Accuracy
- Providing Feedback
- fast learner
- bilingual
- independant

## WORK HISTORY

### GUEST SERVICE REPRESENTATIVE

06/2022 to CURRENT

#### Mission BBQ | Brookfield, WI

- Greeted visitors and customers upon arrival, offered assistance and answered questions to build rapport and retention.
- Oversaw fast-paced front desk operations and guests' needs at busy facility.
- Took orders over phone, recording guest information in computer system and verifying details.

### ASSEMBLER

04/2021 to CURRENT

#### ABB Inc | New Berlin, WI

- Assembled components with minimal supervision, exceeding expected project milestones.
- Completed durable assemblies and subassemblies with hand and power tools.
- Conducted quality assurance inspections on finished components and identified issues.
- Followed outlined specifications to implement assembly plans.
- Disassembled, reassembled and corrected changeover.
- Verified part numbers and placed parts in appropriate shipping containers.
- Recognized and reported defective material and equipment to shift supervisor.

**EDUCATION**



**High School Diploma**  
**Hamilton High School, Milwaukee, WI**

*06/2020*

**LANGUAGES**



**English**  
Native or Bilingual

**Spanish**  
Native or Bilingual

