

Carolina Vazquez

- carinvazquez6@gmail.com

Objective

Motivated and detail-oriented professional seeking an opportunity to gain valuable work experience within a reputable organization. Eager to contribute strong organizational and communication skills while growing and advancing with the agency.

Education

Moraine Valley Community College

Associate in Science

May 2019

University of Illinois at Chicago

Bachelor's degree (Psychology major)

May 2022

Professional Experience

5 Star Jewelry

270 W North Ave, Villa Park, IL 60453

2014-2019

Sales Associate

- Assisted customers with product selection and provided excellent service
- Handled sales transactions and maintained accurate records
- Supported merchandising and inventory organization

5 Star Jewelry

270 W North Ave, Villa Park, IL 60453

2019-2023

Manager

- Supervised daily store operations and staff performance
- Trained and mentored employees to improve customer service and sales outcomes
- Managed inventory, scheduling, and financial transactions
- Resolved customer concerns professionally to maintain high satisfaction

Illinois Department of Human Services

1055 175th St, Homewood, IL 60430

2023-2026

Human Services Caseworker

- Managed and maintained client case files with accuracy and confidentiality
- Assessed client needs and connected individuals with appropriate services and resources
- Communicated effectively with clients, colleagues, and external agencies

- Ensured compliance with policies, procedures, and regulatory requirements

Skills

- Strong attention to detail and organizational abilities
- Excellent verbal and written communication skills
- Proficient in computer applications and documentation
- Bilingual: Fluent in English and Spanish