Arianna Abreu

**919-813-8345 |** **doubleaway@icloud.com**

**Operations/Coordinator Oriented**

I bring a strong foundation in business principles and strategic management. Specializing in human resource practices and Operations for software development. My coursework has equipped me with analytical skills and insights into talent management. Actively engaged in group projects, I've honed interpersonal and communication skills vital for fostering positive employee relations. Eager to apply my growing skill set and academic achievements to contribute to the success of a forward-thinking organization in roles oriented in Business.

**Skills:** Teamwork  Customer Service Operations for digital Service Outstanding Communication Skills  Drive and determination Project Planning and Coordination  Team Collaboration  Communication and Interpersonal Skills  Time Management  Risk Assessment and Mitigation  Problem Solving Documentation  Reporting  Microsoft Office Suite Recruitment  Talent AcquisitionEmployee Relations  Human Resource Management

**PROFESSIONAL EXPERIENCE**

**KBP food industry– 2115 NC-54, Durham, NC *(August* 2022 – 2024*)***

***Associate Member***

* Demonstrated efficiency in preparing and assembling high-quality sandwiches, consistently meeting company standards for freshness and presentation.
* Maintained a clean and organized work station, contributing to a sanitary and welcoming environment for both staff and customers.
* Collaborated with team members to fulfill customer orders accurately and promptly, ensuring customer satisfaction.
* Operated cash registers and handled monetary transactions with precision, maintaining a balanced cash drawer.
* Followed established food safety protocols and procedures to guarantee the safety and well-being of customers.

**PROFESSIONAL DEVELOPMENT & CREDENTIALS**

* Certified Associate in Project Management **(CAPM)** | Project Management Institute | In Progress
* **Bachelor’s of Business Administration, BBA | University of the People | In Progress**