

Javier Reyes

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Education

University of Nevada, Reno

Bachelor of Business Management – Expected Graduation: June 2029

Procter R. Hug High School

Advanced Diploma – Graduated 2025

Professional Experience

Mariscos de Juan – León, Guanajuato, Mexico

Food Stand Cashier | June 2024 – July 2024

- Processed customer orders and managed transactions accurately, maintaining balanced cash reports daily.
- Delivered clear and friendly customer service, addressing questions and resolving order issues.
- Supported an average of 40+ customers daily, ensuring smooth operations and customer satisfaction.

Chino's Mariscos – San Francisco del Rincón, Guanajuato

Waiter | June 2023 – August 2023

- Provided exceptional customer service, resolving order and communication issues effectively.
- Handled cash and card transactions responsibly, ensuring accuracy and accountability.
- Managed multiple tables and coordinated with kitchen staff to deliver timely service.
- Promoted weekly specials and menu items, increasing featured dish sales by 8%.

Volunteer Experience

Our Lady of Guadalupe Catholic Church – Sun Valley, Reno, Nevada

Volunteer Team Leader | February 2023

- Supervised volunteer cleaning teams, assigning tasks by age group and skill level.
- Ensured all work met community service goals and quality standards.
- Strengthened communication and collaboration among team members.

Skills

- **Leadership & Team Coordination** – Experienced in managing small groups and delegating tasks efficiently.
- **Customer Relations** – Strong communication skills with a focus on service quality and satisfaction.
- **Sales & Cash Handling** – Skilled in upselling techniques, accurate payment processing, and balancing registers.
- **Bilingual Communication** – Fluent in English and Spanish (Nevada State Seal of Biliteracy, February 2023).
- **Adaptability** – Able to perform effectively in fast-paced and multicultural environments.