

# Valeria Castaneda Ramos

(763) 274-4426

[valeria.cram@gmail.com](mailto:valeria.cram@gmail.com)

## EDUCATION

### Hamline University

Bachelor of Business Administration, Marketing Concentration

Saint Paul, MN

Expected – May 2025

## WORK EXPERIENCE

### U.S. Bank

Step-Up Human Resources Summer Intern

Minneapolis, MN

June 2022 – August 2022

- Responsible for conducting the organization of Corrective Action data in Excel previously collected by the Human Resources Department of U.S. Bank to deliver problem-solving areas
- Consolidated new formats for Corrective Action Documentation to improve the efficiency of completeness and accuracy in databases
- Collaborated in social-event organization with other interns and in development workshops through online PowerPoint presentations

### Starbucks Corporation

Barista

Roseville, MN

June 2023 – Present

- Fulfills quality beverages consistently according to recipe presentation and taste expectation standards
- Executes Drive-thru, Cafe, and Online orders efficiently and dexterously through teamwork-oriented routine functions
- Exemplifies vigorous communication skills to ensure procedures are followed per customer orders

### Target Corporation

Fulfillment Team Member

Minneapolis, MN

May 2023 – Present

- Accomplishes exemplary guest service by attending to specific customer needs on the sales floor and through online fulfillment orders
- Upholds strict food handling safety guidelines and operating procedures through metrics of chemical, temperature, and food poison prevention standards
- Executes customer orders efficiently by arranging, loading, and classifying goods

### Maya Cuisine & Bar

Hostess, Cashier, Waitress

Minneapolis MN

April 2021 – Present

- Performs quality service to ensure comfort and trust for future customer relationships
- Implements collaboration with coworkers to maintain organization

## SKILLS

- Microsoft Excel, PowerPoint, and Word proficiency
- Excellent oral and written communication skills
- Fully fluent in Spanish
- Team-work advocate