

MARCELA VIVES

CONTACT

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SKILLS

- Leadership
- Interpersonal Communication
- Public Speaking
- Customer Service
- Accounting (Managerial & International)
- Microsoft Excel Certification
- Food Handler's Certificate

EDUCATION

Saint Louis University

BS in International Business & Communications

2019-2023

Double degree in International Business and Communications

Le Cordon Bleu

BA in Spanish Culinary Arts

2021-2023

Degree in Spanish Culinary Arts

LANGUAGES

- English- Native level
- Spanish- Native level

EXPERIENCE

Cook (Pastry Specialist)

Quimbaya by Edwin Rodriguez 2023-present

- Worked alongside a small, high skilled team in a Michelin-starred kitchen
- Oversaw the pastry section,.
- Participated in the implementation process for a new 10- course tasting menu.
- Helped maintain the highest standard of food preparation and presentation
- Contributed to the restaurants maintainance of Michelin-star
- Became adept at mantaining composture and efficiency in a fast-paced, high-stakes work evironment.
- Became proficient in modern and traditional pastry and cooking techniques.

Home-Bakery Owner

The Petites Cakes 2020-2023

- Successfully operated a home-bakery business.
- Showcased creativity and attention to detail in designing and creating customized orders.
- Managed all aspects of the business.
- Cultivated and maintained positive relationships with customers.
- Demonstrated time management skills by meeting strict deadlines for orders.

Registrar Support Scholar

Saint Louis University 2019-2023

- Responding to and processing current student and alumni registration inquiries.
- Managing the registration, schedules, and transcripts of over 700 students.
- Organizing and maintaining all registrar data in the school's network.
- Developed strong organizational and multitasking skills in a fast-paced office environment.
- Demonstrated integrity, dependability, and accountability in handling confidential information.

OTHER RELEVANT EXPERIENCES

Operations Management Skills

- Successfully covered operations management coursework, dealing with process optimization, decision trees, and strategic planning (Saint Louis University, International Business degree)
- Managed various areas of the baking business, operations, marketing, and customer service.
- Learned the necessary skills needed to successfully organize, finance and operate a food business.

Writing Experience

Metraje: Stories from Underground

- Project for Multiplatform Journalism (2022)
- Creation, editing, and publishing of Metraje (shorthandstories.com)

Communication Skills

- Experience with Adobe Creative Suite (Premiere, Photoshop, and Lightroom)
- Social Media Management: The Petites Cakes (@thepetitescakes)
- Photography

Leadership Experience

- Team leader in Tapas Workshop at Le Cordon Bleu
- Member of the Student Government Association
- Campus Ambassador at Saint Louis University