






# Emily Garces

## CONTACT

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## PROFILE

A motivated individual and has a strong desire to contribute and succeed in a work place. I can contribute effective communication skills and understanding thanks to my fluency in English and Spanish.

## LANGUAGES

English - Fluent  
Spanish - Fluent

## SKILLS

- HTML
- CSS
- Adobe Photoshop
- Attention to detail
- Communication skills
- Problem solver
- Creative
- Active listener

## EDUCATION

**Montclair State University | September 2022 - May 2026**

Currently studying for a bachelor's in Film and TV

## EXPERIENCE

**Caregiver | June 2019 - March 2020**

My responsibilities as a caregiver were to prepare and provide lunch for the child I was taking care of, perform light housework, maintain the child's daily routine, organize age-appropriate activities, and most importantly monitor child's safety.

**Assistant - GE ENTERPRISES | June 2022 - Present**

My responsibilities as an assistant at GE Enterprises are to help customers who have questions about the service we are able to provide and make sure customers are able to pick up their packages without any issues, as well as being able to work the embroidery machine.