

TEREZA CABALLERO

📞 (206) 471-3337

✉ belaskovat@gmail.com

📍 Lakewood, WA

EXPERIENCE

Household Manager/Childcare Provider

Private Family

📅 09/2019 - Ongoing 📍 University Place, WA

- Established appropriate communication channels with parents in order to ensure their expectations were met
- Obtained appropriate CPR and First Aid Training and certifications
- Organized activities that enhanced children's physical, emotional, educational and social well-being
- Coordinated events for several members of household, including medical appointments, home repairs, pet related needs, general organization and planning week-to-week

Au Pair

Cultural Care Au Pair

📅 06/2018 - 06/2019 📍 Seattle, WA

- Maintained group discipline through positive reinforcement, behavior modeling and collaboration with parents
- Managed safety and security of all children under care
- Transported children daily with 100% clean driving record

Au Pair

Cultural Care Au Pair

📅 06/2017 - 06/2018 📍 Pelham, NY

- Provided high-quality physical and emotional care and assistance to all children under care
- Coordinated various activities, resolved any problematic issues, and assisted kids in the development of fundamental learning skills

Pub Manager/Waitress

Hospoda v KD

📅 01/2015 - 06/2017 📍 Luzna, the Czech Republic

- Trusted with making ordering decisions and the handling of financial transactions
- Calculated the beginning and ending inventory including earnings at the end of each shift
- Created promotional events, introducing new products to customers, including event planning for weddings or celebrations at the pub
- Responsibly managed both opening and closing of the pub
- Provided customers service which resulted in returning customers

Customer Service & Tourism Intern

Kostka High School

📅 04/2014 - 09/2016 📍 Spain, Italy, France & Monaco

- Summer Internship programs were focused on: delegate service, tour guide services, hotel services, animation services, and creation of travel itineraries

EDUCATION

Associate of Business

Seattle Central College

📅 09/2019 - Ongoing
📍 Seattle, WA

GPA

3.85 / 4.0

High School Diploma

Kostka High School

📅 09/2013 - 06/2017

📍 Vsetin, the Czech Republic

- Majoring in Psychology & Pedagogy

GPA

4.0 / 4.0

VOLUNTEERING

Tax Preparer

United Way of King County

📅 12/2018 - 04/2020 📍 Seattle, WA

- Earned IRS VITA/TCE certification after completing 2 weeks of IRS tax training
- Prepared low and middle-income tax returns using tax software

Tutor

Kostka High School

📅 09/2014 - 06/2017 📍 Vsetin, the Czech Republic

Kids Camp Counselor

Maják Vsetin

📅 07/2014 - 08/2014 📍 Semetin, the Czech Republic

COURSES

Business Communication Course

Bellevue College

AWARDS



Merit-based scholarship

Four-year full-tuition scholarship awarded for academic excellence in high school