

GRACE FALDE

CONTACT

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Sarasota, FL

EDUCATION

DUAL ENROLLMENT - HIGH SCHOOL DEGREE

Bayside College Southeastern University
2023-2025

BACHELOR OF BUSINESS ADMINISTRATION - IN PROGRESS

Bayside College Southeastern University
August 2025 - Current

SKILLS

- Customer Service & Guest Relations
- Clear, Professional Communication
- Sales Techniques
- Strong Multitasking Abilities
- Time Management & Prioritization
- Team Collaboration
- Attention to Detail
- Working Effectively Under Pressure
- Meal Preparation

PROFESSIONAL SUMMARY

Reliable and customer-focused professional with experience in childcare, food service, and admissions support. Skilled in fast-paced environments, guest relations, and clear communication. Known for strong multitasking, attention to detail, and maintaining professionalism under pressure.

WORK EXPERIENCE

NANNY

Private Family - Sarasota, FL

January 2024 - Present

- Provide attentive, responsible childcare to multiple children while maintaining a safe and structured environment
- Assisted with meal preparation, daily routines, and household organization
- Communicated clearly with parents regarding schedules, needs, and progress
- Demonstrated time management, reliability, and adaptability

TEAM MEMBER

3 Natives Acai and Juicery - Sarasota, FL

February 2024 - January 2026

- Provided customer service in a fast-paced food service setting
- Assisted with order taking, food preparation, and cleanliness standards
- Maintained positive interactions with guests while working efficiently under pressure
- Supported team members to ensure smooth daily operations

FOOD RUNNER/EXPO/SERVER

Remy's on Main - Sarasota, FL

August 2025 - Present

- Supported high-volume service by coordinating food delivery and ensuring accuracy of orders
- Delivered friendly, efficient table service while maintaining guest satisfaction
- Communicated effectively with kitchen and front-of-house staff
- Handled guest concerns professionally in a fast-paced environment
- Prioritized tasks during peak hours to maintain service flow

ADMISSIONS INTERN

Bayside College - Bradenton, FL

January 2026 - Present

- Assisted the admissions team with administrative and outreach tasks
- Communicated professionally with prospective students and staff
- Supported organization of documents and scheduling
- Gained experience in professional office communication and teamwork