

ALEXANDRA ALLEN

heyalexandra.io • 512.632.6057 • aallen632@gmail.com • Austin, TX 78751

RECENT WORK EXPERIENCE

Host, Rocco's Neighborhood Joint

Austin, TX, 8/2025 - present

- Manage dining room seating chart and waitlist.
- Keep track of service timelines to give accurate wait time information to guests.
- Assist with glassware polishing, food-running, and bussing as needed.

Host, Sushi Bar ATX

Austin, TX, 6/2024 - 7/2025

- Manage reservations across multiple platforms.
- Document guest preferences, booking deposits, and dietary restrictions.
- Manage guest arrival times while communicating with staff to coordinate seating start times.

Host, Hopfields

Austin, TX, 10/2022 - 6/2024

- Greeted and guided arriving guests to bar or dining room.
- Managed reservations and takeout orders.
- Assisted bar and dining room with setup, food-running, and bussing as needed.

Barista, Capital City Bakery

Austin, TX, 5/2021 - 4/2023

- Made espresso drinks and various other beverages while selling baked goods and updating online inventory.
- Took custom cake and wholesale orders.
- Assisted my team wherever needed, such as helping in the kitchen, washing dishes, or doing admin work.

RELATED COURSEWORK

Relational Database Management: Created, edited, queried, and normalized databases using MySQL and PostgreSQL database management systems.

Geographic Information Systems: Processed vector, raster, tabular, 3D data sets, performed spatial analysis, and designed maps using ArcGIS and QGIS.

Data Science: Analyzed data using Python, pandas, Seaborn, and related tools while designing informative visualizations in Jupyter Notebook and Tableau.

ADDITIONAL KNOWLEDGE & SKILLS

- **Web Development:** Built web applications using the MERN stack (MongoDB, Express, React, Node). Used GraphQL and REST APIs and designed web pages with HTML/CSS/Javascript
- **Programming:** Data structures, algorithms, debugging, and testing in C++, Java, and Python
- **Command Line Interfaces:** bash and PowerShell for OS commands and scripting
- **Cybersecurity:** Best practices for information/network/endpoint security

EDUCATION

Austin Community College

2021 - present

Pursuing a Bachelor of Applied Science in Software Development