

Audrey Claire Dayrit

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SUMMARY

Detail-oriented individual with 4+ years of experience in customer service working in a fast-paced environment. Proficient in organizational techniques and creating efficient workflow.

WORK EXPERIENCE

Lead Supervisor, Barista Feb 2019 - Present

Tpumps, Inc.

- Led and delegated bar tasks to 3-4 team members
- Responsible for daily money reports and handling cash transactions
- Managed customer concerns through problem-solving, analyzing, and understanding difficult situations
- Collaborated with store supervisors for inventory count and large fundraiser orders

SKILLS

- Google Suite
- Microsoft Word
- 106 WPM Typing Speed
- Organization
- Teamwork
- Adaptability
- Written and Verbal Communication
- Email Communications
- Spreadsheet Management
- Cash Handling
- Cash Reports

VOLUNTEER WORK

Office Assistant Aug 2013 - May 2017

St. Vincent de Paul Society

- Performed a variety of clerical and administrative duties under the Senior Accounts Payable Administrator
- Assisted with sorting and filing bills and documents, photocopying, and mailing company event invitations

Student Member, SHC Chapter Aug 2013 - May 2017

California Scholarship Federation, San Francisco, CA

- Committed hours of community service across the Bay Area
- Volunteered at the SF-Marin Food Bank and St. Francis Episcopal Church Food Bank
 - Distributed food directly to clients

EDUCATION

San Jose State University Aug 2019 - Dec 2022

- Bachelor's of Fine Arts in Digital Media Art
- Specialization in 2D Illustration/Animation