

Audrey Bolyard

[LinkedIn](#) | bolyard.audrey@gmail.com | [Portfolio](#)

EDUCATION

Early College High School

Rising Senior

Round Rock, Texas

Expected May 2025

- **Cumulative GPA:** 4.0; **Weighted GPA:** 5.6360; **SAT:** 1380 (M: 680; R: 700)
- **Organizations:** National Honor Society, Clothing & Costuming Club, Python Programming Club, Web Design Club, Crochet Club, Zumba Club

Austin Community College

Associate of Science

Round Rock, Texas

Expected May 2025

- **Cumulative GPA:** 4.0
- **Relevant Coursework:** Elementary Statistics, Principles of Macroeconomics, Public Speaking, General Chemistry I & II

WORK EXPERIENCE

Inner Space Cavern

Tour Guide

Georgetown, Texas

January 2024 – Present

- Guide 1-hour tours for groups of 30-40 visitors through the cave system, explaining cave formations, geological features, and historical importance.
- Process purchases quickly and accurately using a Point-of-Sale system, and restock items as needed in the gift shop or snack bar.
- Provide excellent customer service by answering questions and ensuring visitors have a positive experience.

Teriyaki Madness

Lead Cashier

Round Rock, Texas

June 2023 – December 2023

- Managed customer interactions by taking orders, serving food, and swiftly addressing complaints to ensure satisfaction.
- Conducted thorough training sessions for new hires, covering Point-of-Sale operations, daily tasks, and overall responsibilities.
- Handled order packaging and serving for dine-in, take-out, and catering orders, maintaining streamlined operations.

EXTRACURRICULAR ACTIVITIES

National Honor Society

Outreach Committee Lead

Round Rock, Texas

November 2023 – Present

- Create and circulate event posters, weekly outro videos, and social media updates.
- Communicate with the three other NHS committees to stay updated on current events and information.
- Oversee the Early College High School NHS chapter's social media accounts.

Clothing & Costuming Club

Club Leader

Round Rock, Texas

August 2023 – Present

- Prepare craft presentations, lessons, and materials in advance of weekly meetings.
- Guide 1-hour information and crafting sessions for groups of 30-40 students.
- Coordinate fundraisers, celebrations, and activities for school-wide events.

Radiant Church

Radiant Kids Teaching Assistant

Round Rock, Texas

January 2020 – Present

- Supervise a class of 15-20 children grades Pre-K through 2nd during lessons and activities.
- Lead singing session for two combined classes of 30-40 children grades Pre-K through 5th.
- Manage classroom materials, cleaning supplies, and snacks across three classrooms.

CERTIFICATIONS/SKILLS

- Microsoft Office Specialist: Word (Office 2016), Microsoft Office Specialist: Excel (Office 2016), Microsoft Office Specialist: Powerpoint (Office 2016)
- Python, Javascript, SQL, HTML and CSS