

# HAYDEN RUST

23455 GLENRIDGE DR.  
NEWHALL, CA 91321

---

## SKILLS

- Java
- HTML
- CSS
- JavaScript
- Microsoft office
- Google Docs
- Touch-type - 73 WPM

---

## CERTIFICATIONS

- CPR/ First Aid
- California Emergency Medical Technician

---

## PERSONAL INFORMATION

T (503)-277-0127

E [haydenrust1@gmail.com](mailto:haydenrust1@gmail.com)

LinkedIn [Hayden Rust](#)

---

## EXPERIENCE

### **HOUSE RENOVATION, 7/2019 - PRESENT**

*19140 VICCI ST,  
CANYON COUNTRY, CA 91351*

#### PROJECT MANAGER ASSISTANT

- Create an optimal plan of action for any project given
- Ensure project timeline is met with dedicated, hard work
- Support the Project Manager with financial costs, quality assurance, and time management

### **CALIFORNIA PIZZA KITCHEN, 2/2019 - 5/2019**

*24061 NEWHALL RANCH RD,  
VALENCIA, CA 91354*

#### TAKE-OUT SERVER

- Serve 20+ customers a shift by entering their order in the system precisely
- Guarantee the customer's food has been packaged and delivered properly
- Assist coworkers when possible to aid in the flow of the restaurant

## EDUCATION

### **BACHELORS OF SCIENCE, HUMAN PHYSIOLOGY**

#### **UNIVERSITY OF OREGON**

*1585 E 13TH AVE,  
EUGENE, OR 97403*

09/2014 - 07/2017

## ABILITIES

### **Detail Oriented**

Places quality over quantity with every given job. Only starts a new task once all previous tasks have been completed.

### **Communication**

Highly developed personable skills for fluid team work and collaboration with coworkers. Engages with customers with ease.

### **Flexible**

Ready to work hard at whatever task is given to me, even if it is not in my job description. Works well under pressure.