**Mikayla De Carli**

**503.320.1070 |** [**decarli97@hotmail.com**](mailto:decarli97@hotmail.com) **| Beaverton, Oregon**

**Objective**

I am a current programming and graphic design student looking for a part-time/full-time job in the food service industry.

**Core Strengths**

• Strong organizational skills • Type 60 wpm with 95% accuracy

• Listening skills • Adaptable

• Excellent communication skills • Data entry skills

• MS Office proficient • Reliable

• Fast and eager learner • Works well with others and alone

• Multi-Tasking • American Sign Language

**Work Experience**

**Administrative Office Assistant January 2019- October 2019**

**Urban Forest Pro- 503.226.7143 Portland, OR**

Communicating with clients, submitting permits with various cities, communicating with city officials, restocking supplies for crews, cleaning respective crew areas, in-taking packages, learning and operating new software. Software/programs used: sales force, Microsoft office, quickbooks, authorize.net, devhub, Adobe. Tree identification, field measurements, payment acceptance, appointment setting.

**Front of House November 2018- January 2019 Elephants Delicatessen- 503.620.2444 Lake Oswego, Oregon**

My duties included cashiering, stocking, cleaning, customer satisfaction, customer communications, building lasting customer relationships, food prep, espresso and drink making, ensuring quality services and ensuring that our place of business was up to the standards that we and the state set for cleanliness and health. I have taken the stumptown milk class and have limited latte art skills.

**Forest Management Intern May 2018-September 2018**

**Washington Department of Natural Resources- 360.846.8360 Battle Ground, Washington**

My duties included tree and shrub identification, GIS mapping, wetland declination, tagging trees with boundary, leave tree, or other management tags, flagging boundary or leave trees, painting leave trees, compliance, stream typing, slope staking, road grade and rocking inspections, data entry, and recon. GIS mapping includes water type modification, timber sale, FPA, driving map, slope stability, and logging plan maps.

**Forest Resources Student January 2016 – August 2018**

**Mt. Hood Community College Gresham, Oregon**

I recently graduated from a full-time in a program that is accredited by the Society of American Foresters. I have taken classes in the Forest Resources field including Tree & Shrub Identification, Wildland Fire, Forest Measurements 1 and 2, Wildlife Conservation, Forest Soils, Aerial Photo Interpretation & GPS, Forest Botany, Forest Insects & Disease, Surveying, Silviculture 1 and 2, GIS, Outdoor Recreation, Timber Harvesting, and Forest Ecology as well as other practical classes such as Technical Report Writing, Trigonometry, and Pre-Calculus 1 and 2. I will also have completed many volunteer hours in the forest practicing these specific skills. Other skills gained throughout my degree were data entry, troubleshooting, and enhancing my Microsoft office ability.

**Sales Associate October 2017 – January 2017**

**OSU Beaver Store- 503.525.2678 Portland, Oregon**

Cashiering and organizing the sales floor, engaging with customers and cleaning the store areas. Intake of new merchandise; confirming shipment contents, restocking the floor, and back-stocking the merchandise. Responsible for cleaning; bathroom, dressing room, and windows.

**Food Runner July 2016 – September 2016**

**Café 19, Nike -** [**503.671.6453**](javascript:void(0)) **Beaverton, Oregon**

Cashiering and restocking the buffet during service and changing the options during the switch over; carrying up to 50lb of food, drink, cutlery, and dishware; cleaning food service areas; sweeping, mopping, washing windows, and sanitizing workstation; supervising servers when the superior coworker was absent.

I was recognized for my excellent customer service and punctual efficient work with an award from my manager.

**Sales and Support Generalist September 2015- December 2015**

**Victoria’s Secret -** [**503.968.2517**](javascript:void(0)) **Tigard, Oregon**

Multi-tasking shifts that included cashiering, selling products, restocking, merchandising, and support for the sales team and the other cashiers. Customer service was the highest focus. My interpersonal relations and customer service skills were refined to include sales. I was a part of the early morning merchandising crew and my duties also included pushing, pulling, and carrying up to 50lb of products. Merchandising included tagging the merchandise with security clips, placing the products, and preparing them for open hours.

**Banquet Server June 2015- September 2015**

**The Resort at the Mountain - 503.622.3101 Welches, Oregon**

During a buffet, I would refill the hotel pans with fresh food, refresh the drink station, and provide more dining ware, clear plates as they came available, and strip and clean the eating room. During a plated meal, I would take the orders of the customer, refill water glasses, serve tables, take plates when available, and clean the eating room. I worked with several different groups, including military, elderly, children, and business groups. Skills groomed during this job were customer service, multitasking, reliability, customer relations, and also attention to detail. Required to push, pull, and carry up to and possibly over 50lb.

**Relief Cabin Counselor June 2014- August 2014**

**CYO Camp Howard - 503.231.9484 Corbett, Oregon**

I oversaw cabins with 6-11 children ages 6-15. In addition, I supervised 15+ children at a time, in a variety of outside environments. I was responsible for informing and educating the campers about the native plants, animals, and the surrounding environment to ensure their safety. My commitment was 24/7, and I walked for 85% of my hours, carrying up to and possibly over 100lb.

**Education**

**Mt. Hood Community College Gresham, Oregon (2016-2018)**

**Associate of Applied Science- Natural Resources Technology: Forest Resources**

* Graduated: June 2018
* GPA Cumulative as of October 2019: 3.02

**Tech Academy Online/ Portland, OR (2019-present)**

**Certificate in Front-End Web Development**

* Projected Completion: November 2019