




JANE DOE

CONTACT

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 9450 Gilman Dr.
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INTERESTS

Psychology
Mental Health Awareness
Child Development
Fitness
Food and Culture

EDUCATION

University of California - San Diego

Psychology B.S. with a Specialization in Social Psychology
September 2022 - Expected in June 2026

LANGUAGES

English 
Tagalog 

PROFILE

Passionate and driven learner with a strong work ethic, remarkable teamwork, problem-solving, and organization abilities. Aiming to use my leadership abilities to foster a positive work environment and assist other communities and groups. Dependable, committed team player that approaches work with energy and creativity.

WORK EXPERIENCE

Residential Dining Food Service Worker

UCSD Housing and Dining Hospitality January 2022 - Current

- Greet customers with a friendly demeanor.
- Take and accurately process customer orders at the counter.
- Provide assistance and information to customers regarding the menu.
- Adhere to food safety and hygiene regulations.
- Dispose of expired or spoiled ingredients.
- Keep workstations and dining areas clean and well-maintained.
- Perform regular cleaning tasks, including sweeping, mopping, and sanitizing surfaces.
- Dispose of waste and maintain a tidy workspace.
- Collaborate with other team members to ensure smooth operations.
- Communicate effectively with coworkers.
- Stay informed about menu items, promotions, and special offers.
- Assist customers in making informed choices based on their preferences.
- Quickly adapt to changes in customer traffic and workload.
- Handle rush periods with efficiency and composure.
- Effectively communicate with customers, colleagues, and management.
- Report any issues or concerns to supervisors promptly.




Cashier

McDonald's June 2021 - August 2021

- Greet over 300 customers with a friendly demeanor.
- Take and accurately process customer orders at the counter or through drive-thru.
- Provide assistance and information to customers regarding the menu.
- Keep workstations and dining areas clean and well-maintained.
- Perform regular cleaning tasks, including sweeping, mopping, and sanitizing surfaces.
- Dispose of waste and maintain a tidy workspace.
- Process customer payments and provide accurate change.
- Operate cash registers and other payment processing systems.
- Quickly adapt to changes in customer traffic and workload.
- Handle rush periods with efficiency and composure.

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SKILLS

- Communication
- HTML, CSS, JavaScript
- Bilingual
- Fast-learner
- Caretaking
- Collaboration
- Flexibility
- Detail-oriented
- Relationship-management
- Visual communication skills

WORK EXPERIENCE

Camp Counselor

Walden West

February 2022

- Plan and lead engaging and educational science activities and experiments.
- Develop lesson plans that align with the camp's curriculum and goals.
- Ensure the safety of campers during all activities.
- Oversee a group of campers, providing guidance and support.
- Maintain a positive and inclusive camp environment.
- Foster a sense of teamwork and camaraderie among campers.
- Conduct demonstrations to explain scientific principles and concepts.
- Deliver informative and interactive presentations to enhance camper understanding.
- Enforce safety rules and protocols during experiments and outdoor activities.
- Be prepared to handle and address any safety concerns or emergencies.
- Manage and organize materials and equipment for science activities.
- Ensure the proper use and care of scientific tools and resources.
- Assist in the coordination of daily schedules and routines.
- Collaborate with other camp staff to ensure smooth overall camp operations.
- Serve as a positive role model for campers by demonstrating enthusiasm for science and learning.
- Uphold camp values and expectations.

Barista/Cashier

Cafe & Tea Garden

November 2019 - January 2022

- Extend courteous greetings to patrons with a welcoming demeanor.
- Receive and accurately process customer orders at the counter with precision.
- Provide attentive assistance and detailed information to customers concerning the menu.
- Adhere rigorously to food safety and hygiene regulations.
- Dispose of expired or spoiled ingredients in compliance with established protocols.
- Maintain workstations and dining areas in a pristine and well-maintained condition.
- Collaborate seamlessly with fellow team members to ensure the fluidity of operations.
- Facilitate customers in making well-informed choices based on their preferences.
- Display agility in adapting to changes in customer traffic and workload.
- Navigate efficiently through peak periods, handling rushes with composure.
- Employ effective communication skills with customers, colleagues, and management.
- Promptly report any identified issues or concerns to supervisors for resolution.

Childcare Provider

July 2012 - September 2022

- Provided comprehensive care for an infant, including diaper changing and feeding, until the child achieved self-sufficiency in these activities.
- Facilitated academic support and transportation for an adolescent, while also ensuring their basic needs, including nutrition, hygiene, medication administration, and eczema care.