

# Riley Mitchell

484-757-9435 | rileymitch617@gmail.com | Malvern, PA

---

## Education

---

**Drexel University | Philadelphia, PA**

**Bachelor of Science in User Experience & Interaction Design | 06/2028**

A.J. Drexel Scholarship (2023-Present), Drexel Grant (2023-present), Cumulative GPA: 3.8

## Professional Experience

---

**Haverford College | Haverford, PA**

**Server | 05/2022 - Present**

### On-Call Catering Server

- Deliver outstanding service at Haverford College events, ensuring guest satisfaction and catering standards.
- Efficiently set up and dismantle event spaces, arranging tables, chairs, and décor.
- Serve food and beverages with professionalism and attention to detail, meeting event specifications.
- Aid in food preparation and presentation, including plating and garnishing.
- Communicate effectively with organizers, colleagues, and guests for seamless event execution.
- Maintain cleanliness and adhere to safety guidelines for a hygienic environment.

### Dining Center Server (2024-Present)

- Serve meals to students, faculty, and staff in the dining center, providing friendly and efficient service
- Assist with meal preparation, including portioning food items, stocking serving stations, and replenishing supplies as needed
- Maintain cleanliness and organization in dining areas, including clearing tables, wiping surfaces, and sanitizing utensils
- Collaborate with kitchen staff and other servers to ensure timely delivery of food and efficient operation of the dining center

**Echo Lake-SageLife Senior Living | Malvern, PA**

**Dining Room Server | 07/2021 - Present**

- Demonstrated proficiency in executing breakfast, lunch, and dinner service with precision and attention to detail.
- Highly skilled in accommodating residents' diverse dietary requirements and preferences, ensuring satisfaction and well-being.
- Capable of thriving in a fast-paced environment while upholding professionalism and maintaining composure under pressure.
- Experienced in working with elderly residents with various medical ailments, demonstrating empathy, patience, and sensitivity in meeting their needs.
- Committed to upholding the highest standards of service excellence and resident satisfaction, contributing to the overall success of the dining program.

## Skills

---

Adobe Photoshop, Adobe Illustrator, Adobe After Effects, Adobe Animate, Microsoft Word, Microsoft Powerpoint, Figma

## Relevant Coursework

---

User Interface Design I, II, Intro to Human-Computer Interaction, Interaction Design, Design Thinking in Product Design, Design for Media I, II, Maker Workshop, Overview of Digital Media, Mathematical Foundations for Design

## Activities

---

Member of National Honors Society (2021-2023), Member of National French Honors Society (2021-2023), Volunteer for the Best Buddies Organization (2019-present), Member of Alpha Sigma Alpha Sorority (2023-present), Volunteer for Girls On the Run (2023-present), Volunteer for Special Olympics (2023-present)