

6084 Dunn Ave
San Jose, CA 95123
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Eyrika Collins

SKILLS

- Quick learner
- Articulate and well-spoken
- Attention to detail
- Provide professional interpersonal skills
- Data Entry skills

EXPERIENCE

Five Guys Burgers and Fries, San Jose – *Crew Member*

July 2017 – April 2018

- Cleaned lobby, emptied trash, and restocked supplied in the restrooms.
- Utilized all machinery and equipment while observing various safety precautions and practices.
- Managed the cleanliness of the restaurant and that counters and tables were properly sanitized.
- Demonstrated genuine hospitality while greeting and establishing rapport with guests.
- Provided friendly and attentive service.
- Effectively listened to, understood, and clarified guest concerns and issues.
- Assisted in cashiering and Point of Sale (POS) system procedures during busy hours.
- Consistently provided professional, friendly, and engaging service.

Santa Teresa High School, San Jose – *Teacher Assistant*

March 2014 – October 2015

- Organized grade records to increase reference speed.
- Documented student attendance.
- Graded papers and assignments, input grades into system.
- Organized assignments for each class.
- Printed and copied papers as needed.
- Observed individual behaviors and suspect actions, and reported issues to supervisory staff.

EDUCATION

De Anza Community College, Cupertino, CA – *Current 3.6*

Degree Business Administration, AA Degree completion April 2020

Certifications Humanities, Web Development, Certifications completion April 2020

Santa Teresa High School, San Jose – *High school Diploma*

August 2012 – March 2014, 6150 Snell Ave, San Jose, CA 95123

AWARDS

Humanities Mellon Scholar – Fluent in looking at situations with an interpersonal and intercultural perspective, and bringing a unique solution to complicated problems.