

EDUCATION

University of Colorado, Boulder, CO
B.A. in Psychology

May 2020

LEADERSHIP & ACTIVITIES

Future Business Leaders of America, Broomfield, CO
General Officer

Fall 2015-Spring 2016

- Executed philanthropic events benefiting citizens within the community
- Attended workshops focused on the development of leadership skills and effective communication

Avista Adventist Hospital, Louisville, CO
NICU Volunteer

Fall 2014-Spring 2016

- Maintained the security and confidentiality of patients' personal information
- Interacted with doctors, nurses and families of the patients

EXPERIENCE

Hapa Sushi & Sake Bar, Boulder, Colorado
Hostess

May 2018- Present

- Manage reservation system, review guest notes and requests to coordinate guest seating
- Responsible for ensuring To-Go orders are correctly packaged and delivered

University of Colorado, Boulder, Colorado
Neuroscience & Psychology Business Office Assistant

Spring 2017

- Processed faculty reimbursements, non-employee reimbursements, and personal expense reimbursements via Concur and Excel
- Multitasked in processing reports through faxing, mailing, and filing in a time efficient manner

John Atencio, Boulder, Colorado
Jewelry Sales Associate

Fall 2016- Spring 2017

- Greeted and advised customers on jewelry inquiries by explaining quality of gems
- Prepared and created invoices, bills, and appraisals
- Met and exceeded individual sales goals

Omni Interlocken Resort & Spa, Broomfield, Colorado
Dining Room Server

Spring 2015- Fall 2016

- Provided excellent customer service while ensuring customer satisfaction
- Excelled at multitasking customer inquires

SKILLS

- Computer and technology literacy. Microsoft Word, Excel, and PowerPoint. R-Studio.

ADDITIONAL INFORMATION

- Deans List Spring 2018
- 2013 Cheerleading State Champion
- Certified Nurse Aide