

ALEXANDRA LEE

826 PRAGUE STREET
SAN FRANCISCO, CA
94112



ACLEE1@LIVE.COM



(510)-386-3752

SKILLS

Customer Service
Microsoft Office Suite

EXPERIENCE

WAITRESS/ MEL'S DRIVE IN, SF

October 2015- May 2017

- Worked as a team and used exceptional communication skills to provide efficient and friendly service to customers
- Maintained professionalism in the workplace and remained calm under pressure
- Quickly adapted to new POS systems and changing menu items and prices.

BARISTA/CASHIER/ CAFÉ CLEM, BERKELEY

March 2014- June 2015

- Balanced multiple tasks at times when I worked alone
- Displayed leadership by training new hires and being a resource for them if they had trouble or questions

VENDOR/SHIFT SUPERVISOR/ STANLEY'S STEAMERS, SF

July 2013- March 2014

- Often worked independently and successfully kept up with crowds and fast-paced environment with accurate cash-handling and efficient service
- Demonstrated effective communication skills and reliability when interfacing with manager about status of different carts throughout the day, took direction from manager and successfully executed tasks

BARISTA/SHIFT SUPERVISOR/ PERK COFFEE, UCSC

July 2013- March 2014

- Worked my way up from being a starting Barista to the Shift Supervisor, working closely with the manager to maintain high service standards, accurate cash-handling, and quality customer service.

PROFESSIONAL REFERENCES

Armando Ruiz

Manager at Mel's Drive In

Phone: (415) 420-7964

E-mail: melds3@att.net

Stan Roth

Manager at Stanley's Steamers

Phone: (950) 250-8731

E-mail: SFCarts@aol.com

Cori Doninelli

Shift Manager, Perk Coffee Carts

Phone: (831) 502-7410

E-mail: cdoninel@ucsc.edu

EDUCATIONAL REFERENCES

Dana J. Labreque

Instructor, City College Broadcasting Department

Phone: (415) 531-6661

E-mail: dlabrecque@ccsf.edu

EDUCATION

CERTIFICATES IN ACCOMPLISHMENT:
SOUND DESIGN, SOUND REINFORCEMENT, SOUND
RECORDING
JUNE 2017
City College of San Francisco

BACHELOR OF ARTS:
PSYCHOLOGY
JANUARY 2013
UC Santa Cruz

HIGH SCHOOL DIPLOMA
JUNE 2009
Alameda High School