| Eilleen Chen | Irvine, CA  **(949)344-0327**  **eilleen30829@gmail.com** |
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| EXPERIENCEDin Tai Fung, Costa Mesa — EXPO/BaristaJuly 2022 - PRESENT  * Coordinated food orders and delivery timing between the kitchen and serving staff. * Inspected dishes for quality, accuracy, and presentation before they were served. * Collaborated with chefs and line cooks to ensure timely and accurate food preparation. * Resolved any issues with orders or timing, ensuring a positive dining experience for all customers * Made and served beverages with a focus on speed. Quality and consistency  Leaf N’ Cream, Tustin — *Barista*February 2022- July 2022  * Took customer orders accurately and efficiently, recommending menu items and suggesting add-ons to increase sales. * Operated cash register, handling transactions accurately and quickly. * Followed exact receipts for mixing and preparing beverage and food items  Chef Hung Taiwanese Beef Noodle, Irvine — *Server/Waitress*September 2017- December 2019  * Provided exceptional customer service in a fast-paced restaurant environment * Took accurate orders while upselling menu items * Served food and drinks promptly * Maintained a clean work area * Recommended products based on a solid understanding of individual customer needs and preferences * Seated customers promptly by managing waitlists skillfully | SKILLS  * Communication * Adaptability * Teamwork Orientated * New hire training  EducationUniversity of Califonia, Riverside, Riverside, CA — *B.A. in Global Studies*August 2020- December 2023Saddleback College, Mission Viejo, CA — *Assoc. in Business Administration*August 2016 - May 2019 **Irvine valley college, Irvine, CA- social studies**  August2016, May 2019 LANGUAGES  * Chinese * English |