| 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 2019LANGUAGES* Chinese
* English
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