

# KYLA ALLEN

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Cell: (949) 421.8826

4 Collingwood

Aliso Viejo, CA 92656

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## PROFILE

Diligent and reliable college student seeking a part-time position. Demonstrates exceptional organizational skills and a strong motivation to learn and excel.

## EDUCATION

University Of California-Irvine 2023-present  
Irvine, CA

Aliso Niguel High School—2020-2023

Aliso Viejo, CA

GPA-4.25 (Honor and Superintendent Role)

## EXPERIENCE

**PacSun Retail-** March 2023-Current (Irvine Spectrum-Irvine, CA)

Retail sales professional delivering exceptional customer service.

Proven track record of exceeding sales targets and building strong customer relationships. Skilled in product knowledge and providing personalized recommendations to meet customer needs. Experienced in operating point-of-sale systems and handling transactions accurately. Strong communication and interpersonal abilities, with a focus on creating a positive shopping experience for every customer.

**Chilis Restaurant-** October 2022- March 2023 (Aliso Viejo, CA-

*Location closed*) Hostess position providing exceptional customer service in a fast-paced restaurant environment. Skilled in greeting and seating guests. Proficient in maintaining cleanliness and organization in the front-of-house area.

**Peace Of Mind Psychological Services** —January 2021-October2022

(Aliso Viejo, CA) Data entry for a psychological practice. Inputting patient profiles and appointments into scheduling software.

## SKILLS

Proficient on multiple computer and social media platforms.

Experience in customer service, teamwork and ability to adapt to changing situations.