

ALYSSIA GONZALEZ

9545 Ironwood St, Rancho Cucamonga, CA 91701

alyssiag@gmail.com

(208) 891-3150

alyssiagonzalez.weebly.com

OBJECTIVE

Seeking entry level job to expand my work repertoire in the entertainment industry.

HIGHLIGHTS

- Windows
- Chrome
- Microsoft Word, Excel, Powerpoint
- Google Drive, Slides, Forms
- Taking Calls
- Writing Articles
- Labor & Sales
- Juggling Multiple Projects
- Detail-Oriented

EDUCATION

ARIZONA STATE UNIVERSITY, ONLINE

ENGLISH MAJOR, FILM MINOR 3.53 GPA

My classes enabled me to expand my creative writing and critical thinking. I studied genres and writing styles within fiction and film. I expanded my range with screenwriting and developing ideas.

EXPERIENCE

Shift Supervisor Starbucks

FEB 2014 TO PRESENT

My primary focus is setting up the team for success to deliver quality customer service. I ensure that day to day tasks are complete to standard, and inventory is well-maintained. I have taken on different leadership positions to promote store ambitions.

Shift Leader, Arctic Circle

FEB 2013 TO FEB 2014

This was a very customer oriented job, and I would ensure that they were satisfied with their service. I kept track of the sales and labor, organized tasks, and promoted positive attitudes within my crew.

COMMUNICATION

I strive to have clear written and oral communication in my personal and professional life. I have completed a variety of nonfiction essays and fictional stories. I have also delivered expectations through verbal communication and designated community boards.

REFERENCES AVAILABLE UPON REQUEST