

Emily Urias

443 Brite Meadow CT
Bakersfield, CA 93303
(661) 444-8639
emilyurias@gmail.com

EXPERIENCE

McDonalds, Bakersfield CA — *crew member*

December 2020 - May 2021

As a crew member I took orders, handled cash and debit cards at the register. As well as running the drive thru and cleaning the restaurant after closing hours.

Spectrum Data Analytics, Bakersfield CA — *personal assistant*

June 2020 - August 2020

Personal assistant to the owner of the company. Duties included but not limited to filing, data entry, and organizing paperwork. From time to time was asked to run personal errands.

Office of Student Life, Bakersfield CA — *front desk*

March 2022 - current

As a front desk worker I assist students with creating their student I.D. cards, questions they have about the campus. As well as working events for the campus.

EDUCATION

Bakersfield College, Bakersfield CA — *currently enrolled*

2020 - currently enrolled

At Bakersfield College I am working to get an associates degree and hoping to transfer soon.

Shafter High School, Shafter CA — *high school diploma*

2016 - 2020

On June 24, 2020 I graduated from Shafter High. I was involved in ASB, cross country, track, marching band and FFA (Future Farmers of America).

Goal

I hope to obtain a position that will allow me to utilize my strong hospitality skills and provide excellence while contributing to long term success.

SKILLS

- Team-player with excellent communications skills
- Great hands on skills and quick learner
- Flexible, reliable, and dependable hard-worker
- Motivated self-starter with a strong desire to learn
- Professional appearance, attitude, and demeanor
- Ability to make decisions and solve problems
- Capable of obtaining and processing information
- Understanding how to plan, organize, and prioritize work