

Emily Klevchuk

Campbell, United States, 408-348-5309, klevchuk101@gmail.com

LINKS

[LinkedIn](#)

PROFILE

A hardworking and enthusiastic college student working towards a B.S. in Business Administration with a concentration in Management Information.

EMPLOYMENT HISTORY

Sep 2019 — Mar 2020	Cashier/Barista, Panera Bread	Campbell
	<ul style="list-style-type: none">Adhered to all store protocols, leading to a reduction in errors and an improvement of customer service quality.	
Jul 2021 — Jan 2022	Cashier/Barista, Alexander's Patisserie	Cupertino
	<ul style="list-style-type: none">Processed while giving customer service adhering to strict standards for excellence.Accurately and efficiently handled transactions and resolved customer complaints.	
Nov 2022 — Jun 2023	Freelance Copywriter, Aliia Roza - Internet Personality	
	<ul style="list-style-type: none">Effectively juggled multiple projects, consistently meeting demanding deadlines and surpassing client expectations.Worked with a team on Chime TV to ensure timely content delivery.	
Mar 2023 — Present	Cashier/Barista, Marvel Cake	Campbell
	<ul style="list-style-type: none">Adapted to various customer needs and wants, leading to increased satisfaction.	

EDUCATION

Sep 2019 — Jun 2023	Business & CIS emphasis for transfer, De Anza College	Cupertino.
	Graduated Magna Cum Laude	
Aug 2023 — May 2025	B.S. Business Admin, MIS concentration - in progress, San Jose State University	San Jose

SKILLS

Microsoft Office	Ability to Work Under Pressure
Customer Service	Highly Motivated
Ability to Work in a Team	

LANGUAGES

Russian	Very good command	English	Native speaker
---------	-------------------	---------	----------------

EXTRA-CURRICULAR ACTIVITIES

SJSU MISA club member