

KAYLA ACUNA

(510)508-5094 | kaylaacuna58@gmail.com | San Jose, CA

EDUCATION

San Jose State University
Bachelor of Engineering

Projected Graduation: December 2025

San Leandro High School
High School Diploma

Graduated: June 2021

EXPERIENCE

Front of House/ Shift Lead

Poke House— San Jose, CA

June 2022-Current

- Monitored the store in the absence of a manager and assigned tasks to workers.
- Ordered products for the store's inventory.
- Opened the store by counting the cash drawers, preparing the line for work, and completing checklists.
- Closed the store by counting the cash drawers and assuring the money is safe, cleaning the store, and locking the store.

Front of House

Panda Express— San Leandro, CA

September 2018-April 2019

- Greet guests as they walk in..
- Communicate with customers, explain how to build their plate/bowl, present to them our food items, and serve the food.
- Maintained a safe and healthy work environment by following organization standards and sanitation regulations.
- Counted money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change.
- Helped customers at the register.

Early Learner's Assistant

Kumon — San Leandro, CA

May 2018 - September 2018

- Helped young children excel in Math and Reading.
 - Provided a positive and friendly environment for the children.
 - Graded children's workbooks by following an answer sheet and checking for correct grammar.
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SKILLS

Bilingual, Work well with others, Fast learner, and Hard worker

LANGUAGES

English and Tagalog