

CIERRA EVANS

■ Muncie, United States 47304 ■ (812) 870-4754 ■ ckevans@bsu.edu ■

PROFESSIONAL SUMMARY

Talented student with industrious and systematic approach to learning information. Open and clear worker with disciplined execution and methodical nature. Extensive knowledge of effective communication, healthy relationship development and project management skills.

SKILLS

- Project Management
- Detail-Oriented
- Verbal and Written Communication
- Team Building
- Customer Service
- Relationship Development

WORK HISTORY

HOSTESS 09/2020 to Current

Red Apple Cafe, Muncie, IN

- Watched dining area staff to evaluate server loads and calculate accurate wait times.
- Created informative and entertaining posts for Red Apple Cafe's Instagram page.
- Arranged and prepared tables for customers to offer memorable experiences to guests and foster repeat business.

TAKEOUT CONSULTANT 09/2016 to 08/2018

Texas Roadhouse, Terre Haute, IN

- Purchased adequate quantities of food, beverages, equipment and supplies.
- Clearly and promptly communicated pertinent information to staff, such as large reservations or last minute menu changes.
- Met, greeted and encouraged feedback from customers and used feedback to implement positive changes within restaurant.

EDUCATION

Bachelor of Science : Organizational Communication, **Expected in 05/2022**

Ball State University - Muncie, IN

- Minor in Sociology and Management
- Dean's List [2018-2022]
- GPA: 3.728

ADDITIONAL INFORMATION

Code Red Dance Team (2018-2022)

-Elected captain 2021-2022

Delta Zeta Sorority (2018-2022)

-Logged 26 community service hours per semester

Miss America Organization (2020-2022)

-Network growth, valuable life and career skills, and community impact