**Elena Barragan**

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# EDUCATION

|  |  |
| --- | --- |
| Auburn University – Harbert College of Business Bachelor of Science in Business Administration | Auburn, AL Expected May 2026 |

 Major: Business Administration Minor: Marketing

GPA: 3.01

**EXPERIENCE**

 **Cozumel Mexican Grill** Tallassee, AL

 *Hostess/Cashier* June 2019– Current

* Provided prompt and friendly services to patrons averaging $6,000 in daily sales
* Executed clear communication between back-and-front-of house to ensure a smooth restaurant service
* Coordinated reservations for up to 200 guests and ensured a smooth check in experience

**Grove Station** Tallassee, AL

 *Sous Chef* August 2022 – August 2023

* Maintained a clean kitchen environment in compliance with all safety and sanitation regulations which resulted in a 100 from the Health Department
* Collaborated with the head chef on menu in order to provide new culinary experiences for customers
* Organized and executed structured training events aimed at developing junior staff members’ skills and knowledge

**RELATED SKILL**

* Proficient in Excel, Word, and PowerPoint

**CERTIFICATIONS**

* Microsoft Office Specialist: Excel Associate
* Microsoft Office Specialist: Excel Expert