

AALYSSA GAILYARD

1581 S Woodland Blvd 407-927-0339 Deland FL 32724 aalyssag010@gmail.com

Education

DAYTONA STATE COLLEGE

A.A Studio Arts

Graduation Date: May 2025

Daytona Beach, FL

Experience

CRACKER BARREL (OLD COUNTRY STORE)

Server

Daytona Beach, FL

July 2024– Feb 2025

- Collaborated with coworkers to ensure team reliability and attentiveness, resulting in consistent customer satisfaction and smooth operations.
- Resolved customer complaints using Cracker Barrel's structured approach, ensuring issues were handled professionally and maintaining guest loyalty.
- Promoted menu items, including beverages and daily specials, successfully increasing upsell opportunities and enhancing customer dining experiences.
- Handling high volume hours managing a fast-paced environment and ensuring timely service

MORGAN STATE UNIVERSITY (Engineering Department)

Office Assistant (Temporary)

Baltimore MD

August 2023– SEPT 2023

- Managed various office tasks, including handling incoming calls, scheduling appointments, and maintaining office supplies, ensuring smooth department operations.
- Coordinated events and meetings, preparing materials, and ensuring all logistics were in place for faculty, students, and visitors.
- Assisted faculty and staff with administrative duties, providing timely support for project coordination and research-related tasks.
- Managed and dispatched outgoing mail, ensuring accurate and efficient delivery of department communications.

Skills

Technical: Microsoft Excel, Asana, Adobe Photoshop, Schedule Planning, Customer Service, Sales