

# Austin Jay

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## Education

### **B.A IN ENGLISH | MAY 2021**

RUTGERS UNIVERSITY | CAMDEN, NJ

- GPA: 3.5
- Related coursework:

Writing Public Arguments | Journalism | World Masters | Texts and Adaptations

Foundations of Literature | Short Story | Women in Literature | Advanced Creative Writing

### **A.A IN LIBERAL ARTS AND SCIENCE | DECEMBER 2018**

CAMDEN COUNTY COLLEGE | BLACKWOOD, NJ

- GPA: 3.5
- Related coursework:

Computer Literacy | Intro to Sociology | Intro to Teaching | Creative Writing | Intro to Philosophy

## Work Experience

### **ASSISTANT MANAGER | MILKHOUSE | DECEMBER 2016 – PRESENT**

- Management
  - Train new employees in customer service, food safety and preparation
  - Plan and prepare weekly schedule for more than 5 employees
  - Handle counting upwards of 3,000 USD daily
  - Responsible for store opening and closing protocols and procedures
- Maintenance
  - Conduct inventory twice per shift for AM and PM service
  - Maintain stock of over 75 items for store
  - Ensure food safety and preparation guidelines met
- Customer Service and Sales
  - Control daily flow of restaurant clientele
  - Foster customer service loyalty among restaurant patrons
  - Manage in-person sales, phone sales, and mobile ordering carrier deliveries

## Relevant Skills

Microsoft Office: Word, PowerPoint, Excel | Prezi Presentations | WordPress Websites/Blogs

Social Media: Twitter, Facebook, Instagram | Google: Drive, Docs, Slide | Zoom Video Conferencing

## Awards

Rutgers University-Camden Alumni Association Writing Award

