

Kiana Kitchen

6809 Ashprington Lane
Austin, TX 78754
(512) 851-7941
kikidraws99@gmail.com

Skills

I am skilled with various computer programs, most notably Microsoft Office 365, Teams, Powerpoint, Word, Adobe Illustrator, Photoshop, After Effects, and InDesign. I have also worked in customer, retail and residential services, and have hands-on experience with semiconductor assembly.

Experience

January 2022-PRESENT

Applied Materials, Austin, TX – Assembler

- Carefully prepared systems for shipping to customers.
- Assisted and trained new employees to ensure quality and understand policies.
- Coordinated with different departments.

December 2017-January 2022

Starbucks, Austin, TX – Barista, Trainer

- Provide customer service.
- Prepare food and drink orders, stock store supplies and maintain inventory records.
- Trained new baristas to ensure order quality and exceptional customer service.

August 2024-PRESENT

Sweet Kiki's Hobbies– Owner

- Founded business focusing on wearable accessories and gift items.
- Designed logo and website, as well as operating social media page.
- Coordinated events attended and employees to help out.

Education

August 2013 - May 2017

Harmony Science Academy-Pflugerville, Pflugerville, TX – High School Degree

Austin Community College, Austin, TX – Some College

6.00 Credit Hours received

August 2017 - May 2021

St. Edward's University, Austin, TX – Bachelor's Degree

BA in Graphic Design

Volunteer Work

November 2013 - November 2022

Texas EMS Conference. – Volunteer

- Provided customer service at the conference registration booth for visitors and class registration.
- Assisted with attendee bag preparation.
- Assisted in awards luncheon set-up.
- Provided inventory services.

May 2015 - August 2015

Parson's Retirement Home, Austin, TX – Volunteer

- Provided administrative services to staff and helped with resident activities.
- Delivered packages to resident homes.

References

Jason Small - (512) 912-9188

Kelly Harrell-(512)771-4153