

Allyson Atkins

CONTACT

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SKILLS

- Customer Experience
- Willingness to Learn
- Billing and Payment Processing
- Loyalty Programs
- Time Management
- Lesson Preparation
- Classroom Instruction

PROFESSIONAL SUMMARY

Self-motivated and disciplined college student with a passion for helping others. Possesses excellent communication, problem-solving, and organizational skills.

EXPERIENCE

June 2021 - Present

Full-Service Shopper

Instacart, San Diego, CA

- Currently receive a 5-star rating from customers.
- Promptly responded to customer questions and concerns via the Instacart Shopper App.
- Assisted with decision making and problem solving.
- Put the customer's needs first and provided no-contact delivery if requested.
- Chose high-quality items and updated customer on progress as needed.

September 2022 - April 2023

Catechist

Nativity Catholic Church, Rancho Santa Fe, CA

- Designed and carried out lessons in accordance with the approved curriculum.
- Supervised and guided children in completing lessons and projects.
- Recorded student attendance and noted presence of new students.
- Made arrangements with substitute teachers to instruct classes during absences.
- Cleaned and set up classroom before and after class

August 2022 - December 2022

Team Member

Everbowl, San Diego, CA

- Performed opening and closing duties, including store cleaning and restocking.
- Communicated effectively with customers, supervisors, and team members.
- Arrived on time for shifts and adhered to company dress code guidelines.
- Greeted customers and answered questions regarding products and promotions.
- Restocked shelves and display cases with food items.
- Prepared meals by cutting fruit and preparing toppings for bowls.
- Followed established recipes to prepare menu items.
- Cleaned and sanitized serving utensils and equipment.

- Refilled supplies in restrooms and checked cleanliness levels.

June 2016 - April 2020

Babysitter

Self-Employed, San Diego, CA

- Responsibilities include maintaining a clean and safe environment, entertaining children, preparing meals, and assuring children are fed, bathed, and put to bed.
- Care for children during the daytime and evenings.
- Attentive of the children's emotional and physical needs.

EDUCATION

Expected graduation 2026

Bachelor of Arts (B.A.) in Voice Performance Candidate

Berklee Online

August 2023

Completed coursework towards Intersegmental General Education Transfer

San Diego Miramar College, San Diego

Relevant Coursework

- Interpersonal Communication
- Introduction to Psychology
- Reading and Composition
- Critical Thinking, Composition, and Reading

Awards & Honors

- Dean's List (2021)
- GPA: 4.0

Extracurricular Activities

- Singing and Songwriting
- Pet-Sitting

VOLUNTEER EXPERIENCE

October 2016 - May 2020

Tutor

Education in Action, San Diego, CA

- Tutored elementary school-aged children in various subjects including Math and English at San Diego County Library with a club from Del Norte High School.

January 2019 - June 2019

Volunteer

Nativity Catholic Church, Rancho Santa Fe, CA

- Assisted in teaching Catechism to young children and guided children with assignments and projects.

August 2018 - November 2018

Side Walker

Ride Above Disability, Poway, CA

- Aided and helped teach horse-riding lessons to children and adults with disabilities. Groomed horses and maintained a clean environment.