Olivia Chen

BARISTA

Portland, OR (503) 555-0186 olivia.chen@email.com linkedin.com/in/oliviachen

SUMMARY

Portland State University junior with 14 months as a part-time barista, making 300+ drinks a shift in a busy cafe. Pulls consistent espresso, pours latte art and runs the POS system with friendly customer service. Steady in a fast-paced team and available weekends and early mornings.

SKILLS

Espresso Drinks • Latte Art • Drink Recipes • POS System • Cash Handling • Customer Service • Food Safety

Opening and Closing Procedures • Multitask • Team Player

EXPERIENCE

Barista 08/2025 - Present

Burnside Bean Coffee Portland, OR

Independent cafe and roastery serving about 900 guests a day.

- Produce **300+** espresso drinks, pour-overs and teas per shift, following house drink recipes to the gram.
- Adjust the espresso grind each morning, keeping shot times within 25-30 seconds on 2 machines.
- Run the POS system during rushes of 80 orders an hour, keeping average wait under 4 minutes.
- Train 2 new hires on latte art, drink recipes and opening and closing procedures.

Bakery Counter Associate 06/2024 - 07/2025

Hawthorne Hearth Bakery Portland, OR

Part-time weekend job at a neighborhood bakery.

- Handled **120+** counter orders a day, boxing pastries and taking custom cake orders by phone.
- Followed food safety rules for dating, labeling and storing baked goods; the shop passed 2 county inspections.
- Suggested coffee pairings with pastries, lifting the average ticket by about $1.50 over one summer.
- Opened the shop at 6 a.m. on Sundays, setting up the pastry case and brewing 4 batch coffees before the doors opened.

EDUCATION

Bachelor of Science 06/2028

Portland State University Portland, OR

Environmental Science

CERTIFICATES

Oregon Food Handler Card 08/2025

Oregon Health Authority