

Ambrose R. Payne

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Education

University of Washington, Seattle Washington

Pursuing a Bachelor of Science in Real Estate with a Minor in Architecture and Urban Ecological Design
Expected Graduation December 2022

North Central High School, Spokane Washington

Graduated in the Top 20 percentile, 3.6 GPA
Graduated in June 2019

Experience

Desk Service Representative

University of Washington Housing and Food Service, Seattle, WA

August 2021 – Present

- Provide students with information about Dorm life and answer questions on the phone.
- Sort mail and process over 900 packages daily in the mail room.
- Check in and out resident keys and handle financial transactions
- Utilize office technology and programs such as SC logic, Microsoft Excel, Etc.

Barista

Starbucks, Seattle Washington

June 2021 – August 2021

- Performed all pre-shift duties before store hours and post-shift responsibilities after hours.
- Provided superb customer service by answering questions in addition to creating and serving a variety of beverages
- Contributed to a positive team effort by restocking maintaining clean surfaces for baristas.
- Operated a Point-of-Sale system and handled cash transactions securely and accurately.
- Managed chemicals, hot equipment, and other risk conditions to store policy.

Sales Associate

The General Store, Spokane Washington

August 2020 - December 2021

- Provided customer service while handling monetary transactions
- Recounted earnings from Sales at the end of the day.
- Identified various hardware products for customers.

Leadership

Secretary, Masque Club, North Central High School *June 2018 – June 2019*

Volunteer, Gonzaga Concessions Stand, Gonzaga Basketball, February 2019

Skills

- Flexibility
- Critical Thinking
- Adaptability

Certifications

- MAST Alcohol Servers Permit
- Food Handlers Card

