

ELAINA SMITH

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EDUCATION

Bachelor of Science in Business Administration

University of Nevada, Reno

Expected Grad. May 2029

Dual Enrollment Student

Nevada State University

2023 - 2025

General Education Degree

Shadow Ridge High School

2021 - 2025

EXPERIENCE

Dutch Brothers Coffee - Las Vegas, Nevada

Summer 2025

Broista

- Delivered fast, friendly, and personalized customer service while building strong relationships with customers in a high-volume environment.
- Prepared and served a wide variety of handcrafted beverages with accuracy, speed, and attention to quality standards.
- Collaborated with team members to maintain a positive, energetic atmosphere and ensure smooth daily operations.
- Built 100 drinks/hour at 99% order accuracy with ≤2:45 average ticket time and 20% upsell attach rate

Horse Power Ranch - Las Vegas, Nevada

Summer 2024

Mucker

- Demonstrated reliability through early mornings, physical labor, and consistent performance
- Collaborated with others in a barn setting, recognizing the importance of communication and shared responsibility
- Maintained clean and safe stalls through daily mucking, contributing to the health and well-being of animals in a fast-paced, physically demanding environment
- Executed 35-point sanitation/closing checklist in ≤45 min, logged temps 3x/day, and passed surprise health checks with 0 criticals

VOLUNTEERING

Church Hospitality Volunteer

- Prepared and served hot chocolate to guests with a warm, welcoming attitude.
- Set up, restocked, and cleaned the refreshment station before and after services.
- Greeted attendees, answered questions, and supported the team wherever needed.

Project 150 Volunteer

- Collected, sorted, and organized donated clothing and hygiene items for distribution.
- Set up and maintained the clothing closet; sized, labeled, and restocked items during shifts.
- Welcomed students and families, helped them find needed items, and ensured a respectful, dignified experience.

CERTIFICATES

- **Standard First Aid – American Red Cross** | Valid through May 2027 (bleeding control, splinting, heat illness response, EpiPen assist)