

Elaina Smith

EDUCATION

Bachelor of Science in Business Administration — University of Nevada, Reno (Expected May 2029)

Dual Enrollment — Nevada State University (2023–2025)

Shadow Ridge High School — General Education Degree (2021–2025)

TECHINAL SKILLS

Microsoft Excel (formulas, formatting, tables, charts) • Data entry • Microsoft Office • Google Workspace • WordPress • Workflow organization • Task scheduling • Accuracy and documentation • Fast software learning

EXPERIENCE

Broista — Dutch Bros Coffee, Las Vegas, NV**

- Accurately processed high-volume POS transactions with consistent drawer accuracy and efficiency.
- Managed order flow and workspace organization during peak hours to maintain smooth operations.
- Followed standardized procedures and quality checks to ensure consistent product output.
- Maintained performance metrics including 100+ drinks/hour, ≤2:45 average ticket time, and 99% accuracy.
- Supported store operations through restocking, station resets, closing procedures, and daily checklists.
- Communicated clearly with team members to coordinate tasks and maintain workflow efficiency.
- Demonstrated reliability and consistency in a fast-paced, structured environment.

Mucker — Horse Power Ranch, Las Vegas, NV (Summer 2024)**

- Performed daily routines requiring precision, time management, and independent task completion.
- Executed 35-point sanitation and closing checklists in under 45 minutes.
- Logged facility temperatures three times daily and recorded compliance information accurately.
- Upheld strict cleanliness and safety standards; passed all surprise inspections with zero critical findings.
- Managed repetitive, accuracy-dependent tasks in a physically demanding environment.