

# Leanna Paul

Full time student, part-time bartender, aspiring business woman  
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## EXPERIENCE

### Five Points Sports Bar, Levittown Pa- *Bartender*

April 2023- Present

- Served alcoholic beverages to 100+ weekly customers while maintaining a friendly attitude
- Responsibly handled cash drawers
- Adhered to sanitation guidelines
- Performed opening and closing duties

### Choppers Barber Lounge, Levittown Pa- *Receptionist*

December 2020- Present

- Answered phones and scheduled clients
- Help clients with questions, requests, and issues

### Trattoria Rosa Bianca, Yardley Pa — *Server*

October 2019 - October 2022

- Took food and beverage orders through POS system while maintaining high quality formal table service
- Opened wine and champagne for customers
- Managed reservations
- Memorized/explained weekly food specials
- Performed opening and closing duties

### V&S Pizza, Fairless Hills Pa — *Counterwork/Cashier*

October 2016 - October 2019

- Took accurate food orders and packaged orders using order slips
- Handled transactions through cash register
- Stocked and organized inventory

## EDUCATION

### Rider University, Lawrence Township Nj

January 2023-December 2024

- Major- Marketing

### Bucks County Community College, Newtown Pa

August 2020 - December 2022

- 3.4 GPA, 61 credits
- Attained Associates in Business Administration

### Pennsbury High School, Fairless Hills Pa

August 2016 - June 2020

- 3.6 GPA
- High School Diploma

## SKILLS

Organization

Time management

Leadership

Communication

Multitasking skills

## AWARDS

NSLS Honors- Bucks County  
Community College

Transfer Scholarship- Rider

## VOLUNTEERING

Philly Paws Volunteer-  
phillypaws.org

Cheerleading Coach-  
Southampton

## LANGUAGES VOLUNTEERING

English- Full

