

Kalen Sy

Philadelphia, PA

901-437-1443 | sykalen1@gmail.com www.linkedin.com/in/kalensy

EDUCATION

Drexel University

Bachelor of Science in Business Administration

Major: General Business

Honor: Dean's List, Drexel University, 2023-Present

Philadelphia, PA

Anticipated Graduation: June 2028

GPA: 3.84

SKILLS

Food & Beverage: Food Preparation, Food Service Sanitation, Stock Rotation, Food Inventory Management

Business Administration: Scheduling, Presentations, Public Speaking

Microsoft Office Suite: Excel, Word, PowerPoint

Digital Media: Canva, Final Cut Pro, Adobe Premiere Pro

PROFESSIONAL EXPERIENCE

W Philadelphia

Barback

Philadelphia, PA

May 2024 - Present

- Efficiently collect used glassware and dishes from the bar, transport them to the dishwasher, polish freshly washed glassware, and neatly restock them for easy accessibility by bartenders
- Proactively maintain seamless bar operations by replenishing low liquor and wine bottles, ice bins, simple syrups, garnishes, and counter items such as napkins, straws, and drink stirrers
- Ensure stellar sanitation by frequently wiping down bar counters and removing trash throughout the shift, maintaining a clean and inviting environment for guests, and ensuring compliance with all health standards

All About Events

Events Catering Team Member (Seasonal)

Philadelphia, PA

May 2024 - Present

- Deliver exceptional hospitality to private event guests by serving a diverse array of delicious cuisine from selected Reading Terminal Market merchants, ensuring an enjoyable and memorable dining experience
- Ensure private event guests enjoy a clean and sanitized environment by meticulously sweeping, removing trash from guest tables, and promptly cleaning spills to maintain high standards of cleanliness
- Warmly welcome and guide private event guests to the Reading Terminal Market and Center Court

Auntie Anne's

Restaurant Team Member

Philadelphia, PA

March 2024 - June 2024

- Successfully managed food inventory in a fast-paced restaurant environment by monitoring supplies, ingredients, and goods to meet customer demand while minimizing waste of finished goods
- Adhered to strict hygiene standards including routinely sanitizing equipment, food preparation counters, and handwashing procedures to prevent foodborne illnesses and maintain a clean work environment
- Skillfully prepared Auntie Anne's signature pretzels and other baked goods from scratch, including dough preparation, shaping, and finishing, using food preparation techniques in a fast-paced environment

Memphis Shelby County Schools

Finance/Managerial Intern

Memphis, Tennessee

June 2023 - July 2023

- Collaborated with executives to research strategies for diversifying capital sources and subsequently delivered a high-level oral presentation using PowerPoint to highlight the strategic approach
- Verified invoices and purchase orders by cross-referencing Apecs data to ensure accuracy
- Documented meeting minutes, tracked progress on action items, and provided general administrative support using Microsoft Word, Outlook, and Calendar to improve the effectiveness of executive meetings

LEADERSHIP EXPERIENCE

Outreach Chair / Black Student Union (BSU), Drexel University

March 2024 - Present

- Facilitate genuine reciprocity between various Drexel collegiate organizations through collaborative initiatives
- Thoroughly research to increase awareness of scholarship opportunities and events to general body members