

# [First Last Name]

[City, State] | [email@example.com] | [+1 (555) 555-5555]

## PROFESSIONAL SUMMARY

[Detail-oriented Barista with [X] years of experience crafting high-quality espresso-based beverages, delivering fast and friendly service, and maintaining a clean, organized café environment. Skilled in operating commercial coffee equipment, managing peak-hour rushes, and ensuring consistent drink quality according to brand standards. Known for building rapport with regular customers, accurately handling cash and POS systems, and supporting team members to keep service flowing smoothly.]

## EXPERIENCE

### [Lead Barista] | [High-Volume Specialty Coffee Shop]

[Month Year] – Present | [City, State]

- [Prepare an average of [X–Y] beverages per shift, consistently meeting drink preparation times while maintaining high standards for taste, presentation, and temperature across espresso, pour-over, and cold brew offerings.]
- [Train and mentor new baristas on espresso extraction, milk texturing, latte art basics, and customer service protocols, contributing to reduced onboarding time and improved order accuracy during peak hours.]
- [Monitor inventory of coffee beans, dairy and alternative milks, syrups, and pastry items; communicate low-stock items to management and assist with organized restocking to minimize waste and stockouts.]

### [Barista] | [National Coffee Chain]

[Month Year] – [Month Year] | [City, State]

- [Operated commercial espresso machines, grinders, and brewers to prepare a full menu of hot and iced beverages, following standardized recipes and adjusting for special requests (e.g., decaf, extra shots, dairy alternatives, sweetness levels).]
- [Provided friendly, efficient counter service by greeting guests, answering menu questions, suggesting add-ons, and accurately entering orders into the [POS system] while maintaining short wait times during rush periods.]
- [Maintained a clean and safe café environment by regularly sanitizing work surfaces, organizing the bar area, rotating pastries, and adhering to food safety and hygiene standards in line with company and local regulations.]

## EDUCATION

### [High School Diploma] | [Name of High School]

[Month Year] – [Month Year] | [City, State]

- [Relevant coursework or activities: [Customer Service], [Business Basics], [Hospitality Club] (if applicable).]

### [Barista / Coffee Skills Certification] | [Coffee Training Organization or Roastery]

[Month Year] – [Month Year] | [City, State or Online]

- [Completed training in espresso fundamentals, milk steaming and texturing, drink calibration, grinder adjustment, and basic coffee origins and flavor profiles.]

## SKILLS

**Coffee & Beverage:** [Espresso extraction], [Milk steaming & latte art basics], [Pour-over & drip brewing], [Cold brew & iced beverages]

**Customer Service:** [Guest engagement], [Order accuracy], [Handling complaints], [Upselling and product recommendations]

**Operations & Tools:** [Commercial espresso machines], [Grinders & batch brewers], [POS systems], [Cash handling & basic reconciliation]

**Organization & Safety:** [Cleaning & sanitization], [Food safety & hygiene standards], [Inventory awareness], [Time management in peak periods]

**Soft Skills:** [Team collaboration], [Communication], [Reliability & punctuality], [Calm under pressure]

## PROJECTS

### [Seasonal Drink Development Initiative] | [High-Volume Specialty Coffee Shop]

[Month Year] – [Month Year]

- [Collaborated with the café manager and roasting partner to test and refine [X] seasonal signature beverages, providing feedback on flavor balance, preparation time, and ingredient cost to ensure drinks were both appealing and efficient to produce.]
- [Created simple preparation guides for fellow baristas, helping standardize recipes and presentation so customers received consistent drinks across all shifts.]

**[Bar Flow & Station Organization Improvement] | [National Coffee Chain Location]**

[Month Year] – [Month Year]

- [Reorganized the bar station layout (placement of milk pitchers, syrups, and cleaning tools) to reduce unnecessary movement and streamline drink assembly during peak morning hours.]
- [Shared suggestions with shift supervisors that were adopted across multiple shifts, contributing to smoother workflows and shorter customer wait times.]