

NAME

Address, City, State Zip

Email ~ Phone

Objective

To secure a position that will use strong organization skills, educational background, and the ability to communicate well with people

Education

University of South Carolina | Columbia, SC

Bachelor of Science in Hospitality Management

December 2010

- 3.3 GPA

Professional Experience

Las Chicas Locas/LCL Hospitality | New York, NY

May2010- July2010

Intern -Special Events/ Marketing

- Re-launched LCL's brand image and design using various marketing and PR practices
- Assisted with the reconstruction of the dinner menu with assistance from Top Chef's Christopher Lee
- Maintained open communication between clients and vendors via e-mail, telephone, and postage

Sharkys Bar/ Red Hot Tomatoes Bar | Columbia, SC

March 2009-Present

Bartender/ Cocktail Waitress

- Assist in the training of all new employees
- Providing reliable service while developing a strong work ethic

Austral Salon | Columbia, SC

July 2009-October 2009

Salon Coordinator

- Responsible for the upkeep and inventory of hair retail products
- Trusted with the opening and closing the salon
- Maintain open communication between clients and stylists via e-mail, telephone, and postage

Troncos Catering | Columbia, SC

October 2008-March 2009

Banquet Server

- Gained time-management skills through working in a fast-paced environment
- Developed communication abilities through constant interaction with customers and employees

Belk Salon and Spa | Columbia, SC

September 2008-March 2009

Salon Coordinator/ Assistant Manager

- Created a marketing strategy for the Prom 2009 season through telephone contacts, internet website, and social networking
- Assisted in the hiring process of new stylists, nail technicians, and estheticians

Skills

- Proficient in Microsoft Excel, Word, and Office
- Excellent Communication Skills
- Problem Solving Skills
- Team Player
- Delegating Ability
- Highly Organized

Awards and Achievements

- Recipient: LIFE Scholarship Award: 2006-2009
- Nomination: Who's Who Among America's Universities and Colleges
- Nomination: Delta Sigma Pi
- USC Dean's List