

HOSTESS

Professional Summary

Undergraduate student completing a bachelor's degree in August 2016 that practices efficient project and time management skills, leadership, and experience with various fields of work. Multiple job experiences in curating, social media, marketing, and public relations. Able to adapt in new and unfamiliar territory. Detail-oriented with strong technical skills and the ability to learn concepts quickly who also exhibits excellent communication skills and strong motivation to succeed.

Skill Highlights

- Brand development
- Multi-media marketing
- Google analytics, Hootsuite, and social media proficient
- Microsoft Office
- Relationship building expert
- Deadline-driven
- Exceptional writer
- Organized and efficient

Experience

March 2016

to

Current

Company Name City , State Hostess

- Take necessary steps to meet customer needs and effectively resolve food or service issues
- Seat guests
- Resolve guest complaints promptly and professionally
- Communicated clearly and positively with co-workers and management
- Performed general maintenance duties, including mopping floors, washing dishes, wiping counter tops and windows, checking bathrooms

December 2015

to

January 2016

Company Name City , State Student Intern

- Completed 80 hours
- Worked as an intern observing daily routines
- Learned and operated with physical therapy equipment
- Assisted alongside the doctor and PTA's with patients
- Practiced customer service tactics with patients
- Learned and operated WebPT operating system
- Scheduled appointments for patients

May 2015

to

September 2015

Company Name City , State Brand Ambassador

- Managed inventory
- Operated cash register for transactions
- Computed sales prices, total purchases and processed payments
- Maintained knowledge of current promotions, policies regarding payment and exchanges, and security practices
- Placed special orders and called other stores to find desired items
- Replenished floor stock and processed shipments to ensure product availability for customers

February 2015

to

June 2015

Company Name City , State Virtual Social Media Marketing Intern

- Curate social media posts
- Write and edit/re-write articles for the website
- Update social media platforms for clients based on goals and intent
- Research music festivals and concerts
- Manage email interaction with clients
- Create photo collages and edits for events
- Recruit clients
- Find effective marketing and advertising tactics
- Stay up-to-date with music culture
- Seasonal internship

January 2015

to

June 2015

Company Name City , State PR Intern

- Research clients in order to develop a strategy for public relations activities
- Update social media on behalf of the clients
- Write/re-write articles for Bounce PR's website
- Identified client's needs and applied them through PR strategies
- Curate posts via Hootsuite
- Kept up to date with music culture and festivals
- Worked with management to identify trends and developments that might influence PR decisions and strategies
- Established long-range objectives and developed innovative strategies to help achieve them

January 2014

to

October 2014

Company Name City , State Sales Associate and Brand Ambassador

- Updated social media platforms for Buckle
- Researched and implemented public relations activities of other stores
- Worked with management to discover trends and developments that might influence PR decisions and strategies
- Recruited employees
- Managed inventory
- Answered telephone
- Organized and created new floor plans and designs for the store
- Clothed and updated mannequins frequently
- Practiced loss prevention tactics

November 2012

to

June 2013

Company Name City , State Marketing and Advertising Sales Associate

- Attended events in order to promote LF and their clothing
- Communicated with future potential customers
- Handed out fliers and information regarding sales and events
- Called regular customers to invite them to private events
- Managed inventory
- Updated social media websites to keep customers up to date on happenings within the store
- Discussed weekly changes to PR strategies based on trends and events in the area

October 2011

to

May 2012

Company Name City , State Hostess

- Created and organized seating charts based on the reservations for that evening
- Kept open communication with the staff and managers as changes occurred
- Answered telephones
- Greeted guests and sat them at tables or in waiting areas
- Supervised and observed the other hostess

Education and Training

2016

Florida State University City , State , USA BACHELOR OF SCIENCE : Environmental Studies

Skills

Communication, social media platforms and usage, Microsoft Office, teamwork, creativity, writing, customer service, craft beer, curating, marketing, Google analytics, Hootsuite, WebPT