

PROFILE

Ambitious college graduate with recent experience and exposure to all functions of the Hospitality Industry. Skills include outstanding written and interpersonal communication styles, analytical and conflict resolution skills, a strong work ethic, and the ability to establish rapport among all levels of organizations.

EDUCATION

Western Illinois University, Macomb, IL

College of Consumer Sciences

Bachelor of Science in Family and Consumer Sciences

Major: **Hospitality Management**

Graduated: May 2011

Classes: Front Office MGT, Lodging Systems MGT, Food Service MGT, Club MGT, Bar and Beverage MGT, Human Resources MGT, Hosp Financial Systems, Catering, Safe Sec Food Sanitation.

Certification: **ServSafe Alcohol Advanced Certificate Ex: 12/22/13**

WORK EXPERIENCE

Construction Concepts of Illinois

April 2012 to present

- Independent contractor
- Laborer, specializing in multiple building trades

Sodexo Corporation

Aug 2011 to April 2012

- Resource Manager – General Manager of Oak Forest Hospital cafeteria
- Purchasing, Receiving, Cook, Inventory, Payroll, Floor Manager
- Catering manager, worked with Cook County personnel to cater for executive business meetings / events

TomKelly's Chophouse and Pub

June 2011 to Aug 2011

- Required Internship for degree completion, documented and reported on all activities
- Floor Manager, Kitchen and Operations Manager, Inventory Manager
- Enhanced the menu and Company Website

Tinley Park Public Works

May 2007 to Jan 2011 (Seasonal)

- Worked in the Street Department performing all daily routines both individually or as a team member
- Jobs include: Painting, Concrete, Grass cutting, street drainage maintenance

EXTRACURRICULAR ACTIVITIES

- Coordinated an Autism Speaks Benefit at TomKelly's Chophouse and Pub 2011
- Western Illinois Men's club Lacrosse Team 2007 - 2011
- Western Illinois Men's club Lacrosse Vice President 2010 - 2011
- Western Illinois Men's club Lacrosse Treasurer 2009 - 2010
- Western Illinois Men's club Lacrosse Secretary 2008 - 2009
- Homer Flossmoor Summer lacrosse camp 2009-2011
- Participant in Basketball and Volleyball Programs at Prairie View Middle School 2007 – Present
- Ongoing charitable contributions: Relay for Life, St. Baldrick's, Relay for Suicide Prevention and Awareness
- Participant of the following Charitable events: Relay for Suicide Prevention and Awareness, Relay for Life

TECHNICAL SKILLS

- Proficient in all Microsoft Office applications and familiar with Micros Software and POS systems