

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2015
Major: Business Management

EXPERIENCE: OUTBACK STEAKHOUSE, Bensalem, PA September 2010 - Present
Server, Front of House

- Outback Steakhouse in Bensalem serves the Bensalem and Philadelphia areas.
- Started as a Busser, first promotion to Host, then to Takeout, and finally to Server.
- Assists guest in ordering decisions and provides excellent customer services skills while attending to every service need and request of the guest.
- Works with other employees to make sure every shift runs smoothly. Tables receive beverages, appetizers, entrees, and desserts in a timely manner and correctly.
- Handles pressures of serving many people at the same time by being organized, efficient, and prompt.
- Awarded Employee of the Month in December of 2011 for the contributions as a Server the first month promoted.
- Consistently in the top 5 in generating liquor and appetizer sales.

FACTORY INTELLIGENCE, Moorestown, NJ January 2008 - April 2013
Website/ Graphic Designer

- Created the company's website and occasionally worked as a freelancer to design graphics for company.
- Created presentations and examples to present the company the work that needed to be done in an organized and friendly fashion.
- Created graphics and logos that are used on brochures and letterheads.
- Efficiently worked with intense deadlines and completed task within the time allotted.

SKILLS & LANGUAGES:

- Proficient in Adobe programs Photoshop, Dreamweaver, and Premiere Pro
- Skillful in Microsoft Office programs Word and PowerPoint
- Accomplished designs on both PCs and MACs
- Knowledgeable in the use of Social Media and Blog websites to promote a business or product.
- Capable of working with HTML to produce websites
- Strong customer service and interpersonal skills