Summary / Cover Letter

Background includes making lasting positive impact on [Type] region by drafting and implementing [Type] and [Type] laws. Adept at working with party and non-party legislators to accomplish important changes. Gifted in oral communication, negotiation and problem-solving.

Demonstrated success in building consensus in committee, legislative and party meetings. Good relationship-building, conflict management and leadership abilities defined by remarkable career of accomplishment at different levels of government. Eager to apply knowledge and experience toward helping [Type] region.

Experienced [Job Title] skilled in holding votes, reviewing laws and making accurate assessments in line with constituent views. Well-versed in overseeing paid, volunteer and intern staff. Seeking election to [Type] legislature.

[Job Title] with talent for [Task] and [Task]. Strong knowledge of [Area of expertise] and [Area of expertise]. Communicative and team-oriented with proficiency in [Software]. Proven history of fostering [Action] to meet team, individual and management objectives.

Hardworking and reliable [Job Title] with strong ability in [Task] and [Task]. Offering [Soft skill], [Soft skill] and [Soft skill]. Highly organized, proactive and punctual with team-oriented mentality.

[Area of study] student seeking internship in [Area of expertise] to gain hands-on experience. Strong technical proficiency with work history in [Area of expertise]. In-depth knowledge of [Software] coupled with [Task] and [Task] abilities. Proven history of [Soft skill] and [Soft skill].

Motivated to apply education and [Type] abilities to enhance [Type] operations. Eager to learn new skills and advance knowledge with hands-on experience. Proficient in [Software] and [Software] with advanced interpersonal abilities.

Enthusiastic individual with superior skills in working in both team-based and independent capacities. Bringing strong work ethic and excellent organizational skills to any setting. Excited to begin new challenge with successful team.

Ambitious student pursuing [Area of study] degree eager to contribute developed knowledge in [Job Title] role. Skilled in [Skill] and [Skill] in [Type] settings. Adaptable and driven with strong work ethic and ability to thrive in team-based or individually motivated settings.

Talented [Job Title] and team leader offering [Number] years of success in [Type] environments. Strategic thinker with [Area of expertise] proficiency. Offers proven ability to build effective teams and [Task]. Committed to identifying and leveraging opportunities for growth. Certified in [Area of certification].

Results-focused [Industry] professional with strength in [Skill], [Task] and [Task]. Proactive leader with strengths in communication and collaboration. Proficient in leveraging [Area of expertise] and [Area of expertise] knowledge to promote [Result]. Adept at managing concurrent objectives to promote efficiency and influence positive outcomes.

Skills

* Policy review
* Floor regulations
* Committee leadership
* Staff management
* Cross-party collaboration
* Team building
* Organization
* Process improvement
* Team management
* Administrative support
* Relationship development
* Problem resolution
* Planning and coordination
* Supervision
* Communications
* Operational improvement
* Project organization

Experience

Senior Class Vice President

American Academy Of Innovation

South Jordan, Ut

May 2019 to Present

* Collaborated with various departments to identify operational challenges and plan corrective actions.
* Coordinated work across departments to keep teams on track with company goals.
* Strategized long-term business needs while generating guest relations feedback for process improvements.
* Evaluated development strategy effectiveness and prepared alternative approaches to exceed goals.
* Implemented best practices to strengthen internal [Type] systems and spearhead proactive change.
* Communicated regularly with executive team members to deliver pertinent details related to progress status and direction for projects.
* Cultivated and maintained positive working relationships with employees, executives and other stakeholders.
* Spearheaded launch of [Product or Service], including project management from concept to completion.
* Acted on behalf of company in various [Type] task forces, [Type] committees and community organizations.
* Marketed and publicized weddings and other special events in social calendars.
* Organized venues, budgets, guest lists, catering and event timelines.
* Administered contracts to deliver outstanding vendor coordination, timeline development, budgeting and day of coordination services.
* Designed contracts, collected fees and booked venues for events.
* Attended and participated in industry events.
* Assessed event success and uncovered room for improvement through client feedback.
* Selected event materials which aligned with clients' requests and vision.
* Prepared, monitored, and maintained event budgets.
* Coordinated all details and activities for [Client name]'s [Type] and [Type] events.
* Hired and trained staff for cross-functional assignments and ensured employee knowledge of specific procedures related to each event type.
* Assessed events planning services and related costs.
* Hosted [Number] attendees during annual events.
* Trained customer service, marketing, and sales teams for events.
* Recommended money-saving strategies for events.
* Partnered with clients to develop reachable goals and reasonable action lists for individualized service plans.
* Solicited feedback from staff and volunteers to improve existing programs.
* Identified and contacted appropriate community resources on behalf of clients.
* Contributed to business growth by confirming customer satisfaction with service and quality.
* Observed safety protocols to minimize accidents and spread of disease.

Meal Planner Volunteer

American Academy Of Innovation

South Jordan, Ut

Jan 2020 to March 2020

* Worked with vendors to locate optimal recipe ingredients at cost-effective rates.
* Managed kitchen staff team of [Number] and assigned various stages of food production.
* Planned and prepared food products orders to maintain appropriate stock levels.
* Modified standard recipes to account for ingredient issues or customer requests, including allergen concerns.
* Monitored kitchen area and staff to ensure overall safety and proper food handling techniques.
* Reduced food costs by 33% by expertly estimating purchasing needs and buying through approved suppliers.
* Trained numerous kitchen personnel from ground up to take on challenging stations such as [Type] and [Type].
* Maintained orderly kitchen environment to reduce wasted time searching for ingredients, utensils and [Type] items.
* Trained and supervised line cooks to develop new skills in [Skill] and [Skill].
* Supervised kitchen staff of [Number] individuals, delivering on-the-fly training and mentoring to improve skills.
* Communicated effectively with wait staff regarding patron food allergies and dietary restrictions.
* Oversaw inventory and ordered ingredients to restock freezers, fridges and pantry.
* Placed frequently used food such as [Type] and [Type] in proper storage containers and placed perishable items in refrigerator.
* Worked closely with [Job title] and [Job title] to create dynamic entrees for large banquets, including [Type] and [Type] events for up to [Number] people.
* Talked to patrons about dietary issues and food allergies to prepare meals meeting individual needs.
* Developed innovative [Type] menu with over [Number] offerings.
* Purchased ingredients from local farms, including [Type] and [Type], which reduced grocery costs by [Number]%.
* Supervised staff of [Number], providing direction in preparing specialty items, including [Type] and [Type] food.
* Used proper cleaning supplies and methods to disinfect counters where raw meat, poultry, fish and eggs had been prepared.
* Streamlined [Type] and [Type] processes for kitchen staff, effectively shortening patron wait times and enabling establishment to serve [Number] additional guests per [Timeframe].
* Avoided cross-contamination from utensils, surfaces and pans when preparing meals for individuals with food allergies and gluten intolerance.
* Created tasty dishes using popular recipes, delighting patrons and generating return business.
* Developed recipes and menus to meet consumer demand and align with culinary trends.

Shift Supervisor

AAI Phantom Fireworks

West Jordan

June 2019 Aug 2019

* Inspected incoming supplies to verify conformance with materials specifications and quality standards.
* Conferred with human resources to identify, onboard and mentor new [Type] team members.
* Provided top product shipment delivery quality control and eliminated downtime to maximize revenue.
* Trained over [Number] employees over [Timeframe] in effective work procedures and performance strategies.
* Completed opening and closing duties to facilitate business operations.
* Sustained safety protocols to ensure proper, cost-effective and safe handling of equipment and materials.
* Assisted the general manager during assigned periods and trained over [Number] new team members.
* Kept areas clean, neat and inspection-ready at all times, maintaining strict compliance with [Type] guidelines to keep products within tight tolerances.
* Patrolled work areas every [Timeframe] to inspect operations, identify concerns and implement corrective actions.
* Performed store opening and closing procedures, including setting up registers and checking products.
* Utilized security, safety and loss prevention strategies during shifts.
* Collaborated with team members to improve performance and implement training updates.
* Assisted store management with meeting standards of service and quality in daily operations.
* Answered and resolved customer questions and concerns.
* Motivated team members to complete assigned tasks and perform at exceptional levels.
* Monitored employee performance and safety, conducting retraining to correct problems and optimize productivity.
* Cleaned work areas regularly to keep team efficient and eliminate any safety concerns.
* Sustained safety protocol to ensure proper, cost-effective and safe handling of equipment and materials.
* Employed optimal safety practices, including [Type] and [Type] with zero complaints, hazards, incidents or lost-time accidents.
* Evaluated, reconfigured and performed [Type] and [Type] equipment maintenance to support operational goals.
* Established solid working relationships with peers, [Job title]s and [Job title]s through effective communication, [Skill] and [Skill] skills.
* Assessed employees' strengths and delegated tasks based upon expertise and knowledge, which increased workflows by [Number]%.
* Resolved customer complaints and reported issues to senior management.

Sophomore Student Body Officer

American Academy Of Innovation

South Jordan

May 2017 Aug 2018

* Organized corporate luncheons, dinners, conferences and special events.
* Attended and participated in industry events.
* Greeted facility guests and directed smoothly individuals to scheduled party, desired game room or target activity.
* Performed basic troubleshooting techniques to identify and resolve common troubles with arcade games.
* Encouraged patrons to step out of comfort zones, try new arcade games and increase spending.
* Wiped down tables, removed trash and cleaned restrooms multiple times during each shift to maintain optimal cleanliness levels.
* Monitored all patrons for compliance with safety protocols and procedures, providing optimal protection to all guests and staff.
* Communicated effectively young children, parents, other adults, management and fellow team members to smoothly handle all guest and business needs.
* Detailed rules and regulations to all game room participants before starting activities to promote safety, fun and security.
* Earned reputation for good attendance and hard work.
* Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.
* Handled all delegated tasks, including [Task] and [Task].
* Performed site evaluations, customer surveys and team audits.
* Provided excellent service and attention to customers when face-to-face or through phone conversations.

Treasurer, Junior Student Body Officer

American Academy Of Innovation

South Jordan

May 2018 Aug 2019

* Managed business financial affairs, including administering $[Amount] overall budget.
* Advised management on major purchases and recurring expenditures to keep operations in line with budget constraints.
* Drafted [Type] and [Type] reports, helping management make key operational decisions.
* Managed capital and devised corporate financial strategies to maximize bottom-line profitability.
* Maintained internal controls and safeguards for revenues, costs, budgets and expenditures.
* Executed periodic budgeting and modeling to project monthly cash requirements.
* Supervised accounting and financial functions, including month-end close processes, and reconciled treasury transactions; worked with Chief Financial Officer and external auditors to complete year-end close process.
* Created internal controls and corrective actions to reduce risk or deficiencies.
* Collaborated with program leaders and staff to provide education and training on finance and accounting procedures.
* Consistently tested and developed strategies to improve information flow throughout organization.
* Prepared variance analyses and ensured accounting activities were supported and documented.
* Prepared and presented operational reports to senior management and executive teams.
* Organized corporate luncheons, dinners, conferences and special events.
* Trained customer service, marketing, and sales teams for events.
* Initiated negotiations with vendors and subcontractors to maintain $[Amount] event budget.
* Managed catering services, audio-visual services and housekeepers.
* Assessed events planning services and related costs.
* Organized event logistics, such as scheduling, budget development and management, staffing and communicating with clients in regards to event needs.
* Drove [Type] event attendance by [Number]% while reducing overhead through delivery of effective marketing and outreach initiatives.
* Communicated event timelines to stakeholders for on-time event execution.
* Recommended money-saving strategies for events.
* Networked to obtain potential event sponsors.
* Selected décor and event materials fitting clients' requests and vision.
* Developed and retained strong customer rapport through proactive contact.
* Coordinated and facilitated special events, including weddings and [Type] events.
* Maintained good customer relationships by maintaining contact via email and conference calls.
* Assessed event success and uncovered room for improvement through client feedback.
* Communicated with clients to troubleshoot issues quickly and to their satisfaction.
* Oversaw coordination and management of client event itineraries by implementing [Type] process.
* Planned event logistics by performing site evaluations and cost estimates.
* Planned, organized, and executed promotional [Type] events.
* Planned, coordinated and executed weddings and special events.
* Hosted [Number] attendees during annual events.
* Attended and participated in industry events.
* Generated reports for leadership regarding event planning activities, including open inquiries, scheduling, cancellations and proposal development.
* Organized events, including location selection and booking, scheduling, marketing initiatives, resourcing and seminar coordination.
* Managed event logistics, including venue scheduling, accommodations and menu and beverage offerings.
* Successfully organized and executed [Number] [Type] shows and events, fostering client retention.
* Planned, organized and executed all [Type] events, ensuring highest level of customer satisfaction.

Product Manager, Schedule Supervisor

Titan Store, AAI

Riverton, UT

May 2016 Aug 2017

* Forecasted sales numbers and product profitability to determine ideal strategies.
* Modernized products based on consumer feedback and market analysis to increase sales and expand product offering.
* Recommended product changes to enhance customer interest and maximize sales.
* Created product promotion plans and marketing initiatives to increase brand awareness.
* Supported all sales team members to drive growth and development.
* Worked with product development team members to optimize product specifications.
* Strategized approaches to meet objectives and capitalize on emerging opportunities.
* Directed market planning and research to identify new business opportunities.
* Provided oversight and collaboration through excellent documentation, organizational, analytical and communication.
* Conferred with advertising managers to develop and implement marketing plans.
* Planned and executed [Type] projects.
* Cross-sold additional products and services to purchasing customers.
* Provided customers with recommendations to promote brand effectiveness and product benefits.
* Collaborated with [Type] product team to align marketing strategy, messaging and tactics.
* Collaborated with marketing team and functional management to achieve business and marketing strategy objectives.
* Maintained average [Number]% margins as head of [Type] product area.
* Translated business goals, feature concepts and customer needs into prioritized product requirements and use cases.
* Balanced organizational objectives against customer satisfaction and profit demand to create optimal pricing strategies.

Design Editor, Yearbook

American Academy Of Innovation

Riverton, UT

May 2017 to Present

* Held [Timeframe] editorial meetings to generate publication ideas and review staff recommendations.
* Supervised and guided team of [Number] students working on daily newspapers, school yearbook and regular magazine, offering advice and suggestions for problem solving.
* Developed and implemented effective content acquisition strategies to create riveting [Type] content.
* Oversaw all facets of staffing objectives, including training and daily supervision of [Number] [Type] employees.
* Collaborated with artists and [Job title] to execute successful content by [Action].
* Delegated and monitored progress of assignments, ensuring achievement of all deadlines.
* Reviewed and edited copy ahead of final evaluation, verifying content conformed to style and tone guidelines.
* Expanded subject matter of [Type] publication by developing streamlined brainstorm processes and storyboarding.
* Improved operations by working with team members and customers to find workable solutions.
* Collaborated with others to discuss new [Type] opportunities.
* Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.
* Handled all delegated tasks, including [Task] and [Task].
* Achieved cost-savings by developing functional solutions to [Type] problems.
* Delivered [Product or Service] to customer locations.
* Utilized [Type of Software] to compile data gathered from various sources.
* Improved profit margins by streamlining operations and workflow and negotiating competitive vendor contracts.
* Collaborated in development of [Type] procedures.
* Earned reputation for good attendance and hard work.
* Learned [Task] and [Task] to support office needs.
* Created agendas and communication materials for team meetings.
* Completed [Type] project resulting in [Result].
* Recognized by management for providing exceptional customer service.

High School Diploma

American Academy of Innovation | South Jordan, UT

Awards

ToshoCon

2019

Ink Art Contest First Place

Video Editing Contest third Place

2018

Ink Art Contest Second Place

Video Honorable Mention

2017

Ink Art Contest Honorable Mention

2019

Silver Presidential Service Award