

Tavish OKeefe

- > Creative.
- > Disciplined.
- > Result oriented.
- > Strategic.

OBJECTIVE

My objective is to work within a company which has the potential for growth in the current, and future, market environments. It is my desire to be granted more responsibility, and grow as the company does. I enjoy working with a team, but am equally capable of producing results individually.

I have lived and worked in many diverse cities, including; Los Angeles, New York City, and Paris. I speak basic French and Spanish, and am proficient at English in all forms, written, verbal, and in an informative capacity. I have advanced training and experience in communications, and feel comfortable presenting information to large groups or individuals.

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EXPERIENCE

September 2017 – Present
The Hairy Lobster – Portland, OR

Server

- > Serve, clean, and uphold safety standards.
- > Possess knowledgeability of food, wine, and cooking procedures.
- > Effectively communicate with coworkers and clients.

August 2016 – August 2017
Vivace – Portland, OR

Manager

- > Hire, train, and implement personnel schedules.
- > Address customer needs and customer complaints.
- > Track daily revenue, execute payroll, and prepare related reports.
- > Monitor inventory, back stock, and place orders as needed.

December 2013 – December 2015
Silencio – Paris, FR

Client Services Associate

- > Sell memberships to international clientele.
- > Client relations and service of VIP and members.

January 2010 – December 2013
Matrix – New York City, NY

Private Event Supervisor

- > Communicate articulately with clients to assess their needs.
- > Set up and break down events in a timely fashion.
- > Check employees in and out of changing work spaces across the city.
- > Ensure products and services are of the highest caliber.

EDUCATION

September 2013 - January 2016
PSB Paris School of Business – Paris, FR

BBA International Business Management

- > 3.9 GPA - Writer for *The Buzz Magazine* - Valedictorian

REFERENCES

References are available upon request.