

TEIHLOR SMITH

Cell: (281) 978-0324 | Email: TeighlorSm133@gmail.com

PROFESSIONAL SUMMARY

My name is Teighlor Smith, I am currently a bartender looking to change careers. I am currently enrolled in school as a Computer Science major at Oregon State University. I also recently just finished a HTML and CSS certification. While I am still learning Javascript and PHP. Over the years I have had several different job titles that have helped me acquire the set of skills I have today. I am a self-motivated professional who has a passion for technology and helping others. Because of my different job titles I have learned to adjust, adapt, and Multi-task in any environment. Along with being a great room reader and having a great judge of character. I bring value to every workplace by being a creative thinker, responsible, reliable and having a "can do" attitude. I have plenty of experience managing websites as I have had my own website in the past on wordpress, powered on AWS.

EDUCATION

Bachelor of Computer Science

Oregon State University, May 2026

Minor: Psychology

Minor: Business

Southern University

Major: Psychology 2011

Friendswood High School

Graduating Class of 2011

SKILLS

Technical Skills

Web & Programming Languages: HTML, CSS, JavaScript

Operating systems: IOS, Windows

Platforms: Microsoft Office

Communication: Slack, Microsoft Teams, Zoom, Skype

Social Media: Instagram, Facebook, TikTok

Cloud Platform: AWS

Content management: Wordpress, Webflow, Wix, Shopify

Technical support

Interpersonal Skills

Time management

Conflict Resolution

Problem Solving

Clear Verbal Communication

Communications

Team Player

Relationship Management

Customer Service

Creative thinking

Sales

PROFESSIONAL EXPERIENCE

The Spot - Lead Bartender / Corporate Trainer

May 2018 - Present

- o Greet guests while making cocktails in a fast paced environment in a timely and professional manner.
- o Maintain full knowledge of beverage list, drink and shot recipes, and promotions.
- o Trusted as sole bartender on high revenue nights, or as a team. TABC certified.
- o Responsible for opening and closing operations.
- o Operate and troubleshoot POS systems and bar related technology.
- o Trained and coached new hires..

Alorica - Operations Customer Service Representative

April 2021 – October 2021

- o Maintained customer records by updating account information.
- o Resolved product or service problems by clarifying the customer's complaint, determining the cause of the problem, selecting, and explaining the best solution to solve the problem, expedited correction or adjustment, and followed up to ensure resolution.
- o Managed substantial amounts of incoming phone calls.
- o Managed customer complaints, provided appropriate solutions and alternatives within the time limits; followed up to ensure resolution.
- o Followed communication procedures, guidelines, and policies.
- o Maintained a positive, empathetic, and professional attitude toward customers at all times.

Teighlor Made Cocktails LLC - Business Owner/Content Creator/Social Media Manager

May 2018 – Present

- o Conduct keyword research and apply SEO guidelines to optimize content.
- o Measure web traffic to content (e.g., conversion and bounce rates).
- o Utilize social media to engage consumers, respond to questions or complaints, and to promote company initiatives.
- o Create visually appealing multimedia content.
- o Create content and engage with audiences for multiple platforms.
- o Monitor social analytics.
- o Engage ongoing professional development and proficiency in the latest social media trends.
- o Determine key performance indicators (KPIs) for social media campaigns, such as targets for a certain number of shares or likes and measuring a campaign's performance against those KPIs.
- o Source, target, and recruit new highly qualified talent to add to the team through social media, job boards, and referrals.
- o Utilized my excellent written communication skills, while researching my audience and providing tailored communication.

Naturally Teighlored - Blog Owner- Webmaster

June 2016 – May 2020

- o Partnered with brands to build their brand and social media presence.
- o Designed and created websites using blogger, WordPress, and AWS.
- o Implemented code such as HTML and CSS to input different widgets and templates
- o Customized layouts and graphics designed through Canva and PicMoney.
- o Developed a network using social media.
- o Conducted analysis on blog's effectiveness using Google Analytics tool.
- o Researched new creative ideas for blog articles that relate to the audience; created marketing strategy for websites
- o Wrote content for publication on websites and advertisements for company partnerships,
- o Theme and plugin installation.
- o Created, edit, implement and migrate custom WordPress themes; troubleshoot issues with plugins and optimize website performance

37th, 38th & 39th BDPA Annual Technology Conferences – Onsite Registration Manager

July 2014 – July 2017

- o Managed operations and facilitated onsite registration for up to 2,000 attendees.
- o Managed attendee transportation to offsite conference events (Washington D.C., Atlanta, and Cincinnati).
- o Managed event preparation and shipping of event materials.
- o Developed solid relationships with conference attendees and corporate career fair exhibitors.
- o Maintained relationships with caterers, hoteliers, onsite IT department, decorators, transportation companies and convention centers.

Southern University: Residential Life Housing – Resident Assistant

August 2013 - May 2017

- o Managed daily operational procedures: check-ins, check-outs, damage assessment, room changes, lockouts.
- o Organized a variety of weekly events for students, while paying close attention to yearly budgets, student engagement and available equipment/technologies.
- o Organized large events for 1,500+ students from conception to completion and arranged stage and program schedules.
- o Identified, reported, and assured the resolution of maintenance and safety concerns.

- o Respond to emergency and crisis situations.
- o Organized and directed regular floor meetings with residents.
- o Act as the point of contact for incoming residents/students.

Great American Title Company / Law Office of Douglas A. McAninch – Administrative Assistant

September 2010 – July 2013

- o Prepared closing documentation.
- o Filed county court documents.
- o Logged client information into proprietary system.
- o Fostered immediate confidential relationships with clients, while facilitated personal, legal, and financial concerns.
- o Performed as in-office notary signing agent.

Fantasy Celebrations – Operations Coordinator

January 2010 - May 2011

- o Developed solid relationships with clients to ensure trust, while planning family and corporate celebrations.
- o Organized events for clients based on their desires and needs.
- o Coordinated necessary technology-based needs of the event, onsite equipment, and available setups.
- o Maintained events' budgets and timelines

LICENSES AND CERTIFICATIONS

Certified CSS3 Specialist

Framework Tech

Certified HTML5 Specialist

Framework Tech
