

Guest Service Representative Guest Service Representative Athens, GA Work Experience Guest  
 Service Representative Holiday Inn Express - Athens, GA March 2018 to Present Project Manager  
 Classic city installation - Athens, GA May 2017 to Present Install furniture Run and oversee budget  
 Daily Reports Manage 4-20 people at once Train staff Regional Manager Junk Sourh - Athens, GA  
 April 2016 to Present Recruit, hire and train a highly qualified staff Supervise team of junk  
 removal specialists Manage staff schedule Run Point of Sale Steward American Cruise Line  
 September 2016 to April 2017 Execute an exceptional dining experience Ensure guests  
 satisfaction through personal interactions and surveys IT Assistant Biological Sciences - Athens, GR  
 August 2015 to May 2016 Repaired computer software and hardrive effectively and efficiently  
 Assisted with instructional and administrative duties Working Knowledge of Microsoft Works,  
 Acrobat, and Adobe Landscaping Foreman Alternative Environments May 2014 to August 2015  
 Responsible for installation and management of landscape and hardscape projects with precision  
 and efficiency Trusted to coordinate projects with clientele and potential clients. Operated variety  
 machinery Monitored expenses Education Bachelor's in Biochemistry University of Georgia -  
 Athens, GA January 2018 to May 2019 Bachelor of Business in Management Information Systems  
 University of Georgia - Athens, GA May 2019 Skills Acrobat (Less than 1 year), CPR (Less than 1  
 year), CPR Certified (Less than 1 year), Excel (Less than 1 year), Food Safety (Less than 1 year)  
 Additional Information Technical Skills Food Safety Certified 2014 - present CPR Certified 2014 -  
 present Microsoft Office: Word, Excel, PowerPoint Software: Acrobat, Adobe Leadership  
 Development UGA Heros 2015 - present Coordinated benefits to support children, families, and  
 community in Athens to build healthy relationships, educated about educational advancement and  
 follow positive role models. All profits were donated to Shop With A Bulldawg (SWAB) Athens  
 Park County Youth Volunteer Basketball Coach February 2015 Coached students and provided a  
 healthy and learning environment

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