

Whitney Sanford

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Seeking a position in the capacity of **Administrative Duties** within a general business or medical office environment, bringing the following experience, skills, and attributes:

Having just received my Bachelors of Art at Portland State University, I am currently in transition, looking to shift from the food service industry to the business/administration industry.

Extensive experience working in general public, educational, and hospitality settings. Interface well with others at all levels, including patrons, professionals, children, professors, and students. Caring and hardworking with excellent interpersonal communication, customer service, office support skills, and the ability to multi-task in a high-paced environment.

Work Experience

Bartender, Server, Line Cook, Prep Cook, Busser, Laurelthirst Public House, 2958 NE Glisan Street, Portland OR.

07/2007- 11/2010

Provided customer service in all areas regarding the food service sector, from preparing food, to table service, cash handling, customer service, and mixology.

Burrito Roller, Zona Rosa Foods, 4835 N. Albina Avenue, Portland, OR.

06/2005- 07/2007

Provided customer service, maintained an independent work space while providing fast service, maintaining health code standards and money handling.

Server, Barista, Baker, Small World Cafe, 5128 N. Albina Avenue, Portland OR.

10/2003-10-2004

Provided customer service, table service, the making of espresso and juice drinks, pastry chef, expediting food and money handling.

Education

2005-2010

Portland State University. Portland, OR

Bachelors of Art in Drawing, Painting, and Printmaking.

2010 Phi Kappa Phi

2003-2005

Portland Community College. Portland, OR

General Education

Skills and Software Programs

Microsoft Office, Adobe Photoshop, FinalCut Pro, iMovie, Adobe Flash, Microsoft Excel, Powerpoint.

References

Available upon request.