|  |  |
| --- | --- |
| Siobhan K Burke | |
| 9311 SE Grant St, Portland, OR 97216  503.975.0800 siobhanruk@comcast.net | |
| Professional Summary | |
| Resourceful and dedicated professional with six plus years’ experience developing a small independent luxury car service into a well-respected business within in the community. By employing a relationship-driven approach to business that has created long term and profitable client relationships. Professional, courteous and competent | |
| Experience | |
| Portland Town Car Service LLC | 2005 - Present |
| Co-Owner   * Prepare invoices and monthly statements * Resolve billing discrepancies to accommodate the client * Optimized the continuous development of the company’s online presence. * Develop website marketing concepts and advertising campaigns * Negotiating contract agreements with vendors, such as hotels & vineyard * Answer emails, answering incoming inquiries including quotes for services and scheduling client pick ups * Managing the day to day in house operations of a small business reaching out and acquiring new vendors | |
|  | |
| Barnes & Noble | 2004 – 2005 |
| Barista  Cashier   * Handled food preparation including: baking, preparing sandwiches, and restocking pastry cases. * Handled café’ maintenance including: stocking beverage case, condiment bar, pulling back-stock, keeping milk fridge stocked, busing tables, washing dishes, mopping floors, etc. * Greeting customers and taking and preparing food and beverage orders from customers. * Ran the espresso machine and prepared drinks according to Starbucks recipe guides * Prepared tables and dining area for service. * Handled opening and closing operations. * Setting up merchandise and café presentation * Answered incoming phone inquiries. * Effectively maintained the café’s pristine appearance by quickly dusting and wiping down fixtures. * Handle unpacking and placement of incoming stock. * Provide support for other café’ employees | |
|  | |
| **Beeson Chiropractic Center** | 2004 – 2004 |
| Chiropractic Assistant   * Administered therapeutic massages and ultrasound treatments on patients ultrasound * Received Chiropractor’s Assistance Certification * Handled patient logs and appointment scheduling * Assisted with chiropractic adjustments | |
| Education | |
| International TEFL/TESL Institute – 2011 to 2011 |  |
| * TESL/TEFL Certification | |
| Angela Civilization Conservation Center – 2002 to 2003 |
| * Vocational, Brick Masonry | |