

EDUCATION

Texas A&M University
B.S. Human Resource Development 2019
Business Minor & Communications Minor

CONTACT

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📍 San Antonio, Texas

EMPLOYMENT

TAMUHACK

Marketing and Operations Director

College Station, TX
2016 to Current

- Assisted with interviewing and on boarding process for new members of the TAMUhack organizing committee.
- Led all event marketing.
- Maintained social media platforms (Twitter, Facebook Page, emails), and created event fliers.

PRIVATE LIFE INSURANCE AGENT

Apprentice

San Antonio, TX
2016 to Current

- Responsible for some communication between agent and client
- Maintained communication with clients through follow up emails, and phone calls.
- Formulated applications to present to the client during meetings and later submitted for approval.

OLIVE GARDEN (DARDEN INC.)

Hostess

Waco, TX
Dec 2014 to May 2015

- Greeted and seated guest at the door while accommodating the guest's needs.
- Answered phone calls, booked reservations, and arranged larger parties using the ConnectSmart Hostess Software.
- Maintained constant contact with servers, kitchen staff and managers in the dinning room.
- Prepared menus, table tents, and silverware during the shift.
- Inspected for cleanliness in the lobby, and monitored supplies throughout the restaurant.

PROJECTS

TEXAS A&M LANTERN FESTIVAL

2017 to Current

- Founder/co-organizer of new event for Texas A&M.
- Leading a team of 3 other students.
- Responsible for organizing, marketing, and contacting charities and on campus staff for approval of venue logistics.
- ~2000 attendees to launch biodegradable paper lanterns in the sky to help charities.
- Proceeds from this event will help children battle cancer.

ACTIVITIES

AGGIE STUDENTS IN HUMAN RESOURCE DEVELOPMENT · Active Member

2017 to Current

- Participated in profit shares to support the organization.
- Attended meetings, social events, and professional development events.

SKILLS & CERTIFICATIONS

SKILLS

Creating and managing a blog
Social Media Marketing
Customer Service
Workflow Optimization
Self Motivated
ConnectSmart Hostess by QSR Automations

CERTIFICATIONS

Microsoft Office Specialist Certification (in progress)
Dental Assisting Certification
Texas Handler Food Safety Certification

VOLUNTEERING

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2015 to Current

- Participated in various community service projects.
- Brainstormed ideas for upcoming community service events.
- Mentored new members.