Andrea Thomas

Residence Manager

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OBJECTIVE

After working with the family of a Microsoft executive for eight consecutive years, I am pursuing an entry into the field of software engineering. My educational endeavors afford me a dynamic perspective and a versatile skill set. I'm passionate about solving real world problems, completing projects, and collaborating with team members.

EDUCATION

Psychology
Bachelor of Arts

West Chester University of Pennsylvania

Coding Bootcamp
Certificate

University of Washington

Project Management
Prep I Course

Park University

Certified Associate of Project Management (CAPM)

Project Management Institute (PMI)

KEY SKILLS

HTML & CSS
Javascript
SQL

EXPERIENCE

2012-Present
Residence Manager, Childcare • Engrav • Seattle, WA
Supervise daily internal and external functions. Health and safety management. Project coordination with contractors. Inventory, transportation, scheduling, and purchasing.

2010-2011
Service Manager • Majolica • Phoenixville, PA
Exceptional customer and reservation service in fine dining
Inventory, monetary transactions, venue maintenance

2009-2010
Hostess • Winberie's Restaurant • Wayne, PA
Communication management between managers and servers
Reservation scheduling and seating chart planning, phone services

2004-2007
Shift Supervisor • Steel City Coffeehouse • Phoenixville, PA
Register operations, customer service, food & beverage production, venue maintenance, front door service

2003-2006
Caterer Assistant • Ambrosia Catering • Phoenixville, PA
Provide support to kitchen crew, domestic and off-site catering staff
Coordinate event setup, client tours, venue maintenance, inventory

COMMUNICATION

Throughout my entire professional experience, communication has been the most critical component to effeciency in any pursuit. Whether it's soliciting feedback from a client or double-checking an order with service staff, I rely on communication to achieve tasks, large and small, and deliver the best possible outcome for clients and team members.

REFERENCES

Available upon request