

# AUTUMN BARR

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## EXPERIENCE

SERVER, BARTENDER, THE TAVERN DOWNTOWN; DENVER, CO - FEB 2016 - May 2018

- Greet customers promptly and offer appropriate seating arrangements.
- Organize reservations and necessary accommodations.
- Host and maintain large corporate banquet events.
- Offer knowledgeable menu suggestions and alternative food choices for patrons.
- Train and advise new employees regarding menu items and proper service.
- Handle large volumes of guests for long periods of times, during baseball season.
- Communicate orders to the bar and kitchen, while paying close attention to allergies, dietary needs, and special requests.
- Contribute to team work environment, ensuring all dining areas are properly managed.

MARKETING ASSISTANT & EVENT COORDINATOR, GREEN GURU GEAR; BOULDER, CO - OCT 2015 - NOV 2016

- Organize and attend promotional events, at large expositions such as Interbike, Las Vegas, Salty Ball in Salt Lake City, at Outdoor Retailer, and the 11th Annual Cruiser Ride in Las Vegas.
- Compose and post content on the company's website and social media accounts.
- Coordinate brands, artwork, and collected donations.
- Develop, plan, and execute marketing strategies.

FOUNDER, ANIMAL WELFARE ORGANIZATION; BOCA RATON, FL - JUNE 2013 - MAY 2015

- Organize interactive events on campus for the community.
- Host fundraisers that successfully raised hundreds of dollars for local animal shelters.
- Create weekly agendas, events, and meetings to engage members and maintain interest.
- Nominated for the "Organization of the Year" award two years in a row.

RESIDENT ASSISTANT, LYNN UNIVERSITY; BOCA RATON, FL - AUG 2013 - MAY 2015

- Organize monthly educational and social programs for students.
- Create appealing bulletin boards with applicable information for the students.
- Provide counseling for students regarding various academic and personal issues.
- Enforce university and residence hall rules and regulations to maintain a safe and enjoyable living environment.

PRODUCTION ASSISTANT, CBS PRESIDENTIAL DEBATE; BOCA RATON, FL - OCT 2012

- Assist CBS during the Presidential Debate coverage at Lynn University.
- Assist with setup and breakdown of equipment.
- Escort staff between the hotel and campus, ensuring safety and time efficiency.
- Network with highly esteemed colleagues and dignitaries.

## EDUCATION

LYNN UNIVERSITY, BOCA RATON, FL – BACHELOR OF ARTS IN MULTIMEDIA JOURNALISM, 2015

## SKILLS

Creativity	Customer Service	Public Relations
Leadership	Event Planning	Teamwork
Conflict Resolution	Effective Communication	Website Development
Brand Marketing	Problem Solving	AP Writing

## TECHNOLOGY

### SOFTWARE:

iMovie, Keynote, Final Cut Pro, Microsoft Office, Adobe Creative Suite

### MULTIMEDIA:

Wordpress, Mailchip, Facebook, Twitter, Instagram

## AWARDS & CERTIFICATIONS

Responsible Alcohol Service Training – TIPS Colorado – 2016

Silent Leader Award – Lynn University, Office of Student Affairs – 2015

Advanced Leaders Program – Lynn University, Center for Student Involvement – 2015

Student Organization of the Year Award – Lynn University, Center for Student Involvement – 2015

## REFERENCES

Meaghan Maguire	617-470-0440	The Tavern
Connor Callahan	303-854-8218	Green Guru Gear
Melissa Moonie	720-323-3914	Cliff Diving Magazine