

# Alaina Webber

(812) 459-7451 | [awebber0421@gmail.com](mailto:awebber0421@gmail.com) | [www.linkedin.com/in/alainawebber](http://www.linkedin.com/in/alainawebber)

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## Education

Western Kentucky University, Bowling Green, Kentucky

Expected to graduate in May 2023

Bachelor of Arts in Advertising

Certificate in User Experience

GPA: 3.57

Dean's & President List: Fall 2021 / 2020 / 2019

Spring 2021 / 2020

## Work Experience

### Supervisor

UPS, Bowling Green, KY

*May 2022– September 2022*

- Management of department resources to ensure maximum output, accuracy, and efficiency always. Ensure that all department and/or corporate policies and procedures are communicated, understood, and adhered to.
- Establish and promote a positive, team-oriented work environment emphasizing employee involvement (15-20 people), pro-active communication, inter-departmental cooperation, and continual improvement on all levels.
- Function as an effective liaison and advocate on all levels to ensure that employee, department, and corporate needs are addressed in a timely and productive manner.

### WNKY News 40

Marquee Broadcasting, Bowling Green, KY

*January 2022 – August 2022*

- Operates studio cameras and equipment in the field and delivers clear, crisp video with clear audio.
- Ensures the technical and observable quality of all content is correct and all equipment is in optimal working condition.

- Assists in preparation of live news shows as needed using appropriate production checklists.
- Monitors news/social media for breaking news and notifies appropriate personnel

### **Front Desk Attendant**

Holiday Inn Express, Evansville, IN

*May 2021 – August 2021*

- Responsible for greeting, registering guests and checking guests out of the hotel. Daily functions include making, changing, and cancelling hotel reservations, performing cash handling transactions.
- Greet guests and complete the registration, inputting information to the computer, confirmation of guest information and room rate, selection of rooms, coding electronic keys, assist guests with check-out, handling money, processing credit and debit cards, confirming guest satisfaction with their stay.
- Demonstrate a thorough knowledge of hotel information including, room categories, room rates, the local area. Respond to guest inquiries and requests and resolve issues in a timely, friendly, and efficient manner.

### **Hostess**

Mellow Mushroom, Bowling Green, KY

*January 2021– April 2021*

- Greet all guests with a smile upon arrival.
- Seat guests and accommodate special requests.
- Manage the wait list: record guest names and number in party and provide estimated waiting time.
- Answer phones and manage the restaurant reservation system.
- Inspect tables for proper presentation and completeness.

### **Cashier/ Kitchen Assistant**

Flourish Plant Based Eatery

*May 2020 – July 2020*

- Collect payments whether in cash or credit
- Issue receipts, refunds, change or tickets
- Cross-sell products and introduce new ones

- Resolve customer complaints, guide them, and provide

## Internships

### Tik Tok

Summer of 2020

- Kept with the upcoming trends
- Posted relative videos to increase awareness

### Talisman

Fall 2021

- Photographer for “Vintage Clothing Store Settles into Downtown Bowling Green”

### Cherry Creative

Fall & Spring 2021

- Photographer for Adulting Guide 2021 – “Get Your Start Up Started Up”
- Photographer for Housing Guide Spring 2022 – “Houseplant Tales Lessons in Pant Parenting”