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512-431-1196

Austin TX

Skills

- Staff Management
- Event Planning & Execution
- IT knowledge
- Problem Solving
- Calendar and Travel Management
- Time Management
- Vendor and Contractor Coordination
- Budgeting & Expense Tracking
- Inventory Management

Education And Training

Associate Of Arts:

Merchandise Marketing

Fashion Institute Of Design & Merchandising

San Diego

Certifications

- ServSafe Food Protection Manager Certification

Sarah Foust

Professional Summary

Take-charge professional delivering executive support to business operations. Dependable and detail-oriented, I can manage multiple tasks and priorities. Broad experience includes office management, accounting, accounts receivable, invoicing, vendor negotiations, and contract management. Recognized for exemplary customer service and team collaboration. Skillfully creates and maintains professional and loyal relationships with co-workers, staff, and clients. Comfortable working independently as a manager and leader, and as a collaborative team member. Applies business acumen, experience, and exercises decisive judgment to meet and exceed organizational goals.

Experience

Self-Employed - Owner & Property Manager

Austin, TX

05/2016 - Current

- Managed all aspects of residential property operations, including leasing, maintenance, budgeting, and tenant relations
- Oversaw vendor contracts, scheduled repairs, and ensured high-quality property upkeep
- Negotiated contracts with service providers, including landscapers, cleaning staff, and repair technicians
- Provided exceptional tenant service, resolving concerns efficiently while maintaining professionalism and discretion
- Applied hospitality industry best practices, creating welcoming environments that contributed to increased positive tenant feedback
- Ensured compliance with applicable laws and regulations related to business operations.

Eurest - General Manager At American Airlines Admirals Club

Austin, TX

03/2023 - 05/2024

- Managed high-end guest experiences, ensuring discretion and privacy.
- Recruited, interviewed and hired qualified staff for open positions.
- Developed service and sales strategies to improve retention and revenue.
- Managed inventory levels and conducted corrective action planning to minimize long-term costs.
- Maintained relationships with vendors to obtain the best pricing on supplies and materials.
- Resolved customer complaints quickly while maintaining high quality standards of service delivery.
- Managed all aspects of daily business operations including budgeting, staffing, payroll, scheduling, inventory control, customer service and sales.
- Created a positive work environment by developing team building activities that encouraged collaboration among departments.
- Managed scheduling, performance evaluations, and disciplinary actions in accordance with union policies

Westminster Luxury Community - Assistant Director Of Food & Beverage*Austin, TX**01/2016 - 12/2022*

- Supervised special events such as banquets or private parties ensuring proper setup and execution of event services.
- Completed routine maintenance and repair.
- Collaborated with architects and designers on new projects and renovations.
- Evaluated employee performance through observation and feedback sessions.
- Delegated work to staff, setting priorities and goals.
- Resolved conflicts between customers and staff members in a timely manner.
- Provided leadership support to department managers, supervisors, chefs and other personnel.
- Conducted periodic inventory audits to maintain accurate records of stock on hand.
- Designed menus, purchased superior goods, continuously improved, and modernized operations.
- Developed budgets, monitored costs and ensured that they were within budget parameters.
- Actively participated in meetings regarding operational strategies or changes in policy and procedures.
- Managed daily operations of the Food and Beverage Department including staffing schedules, payroll, training activities and customer service issues.
- Ensured compliance with health and safety regulations in the workplace.
- Worked collaboratively with other departments such as Maintenance or housekeeping to coordinate services for residents.

POS Solutions Authorized Aloha POS Reseller - Project Manager And IT**Support***Austin, TX**07/2013 - 01/2016*

- Led project planning and coordination across multiple departments
- Managed scheduling and execution of hardware transitions, ensuring seamless operations
- Provided technical training and support to more than 1,000 live sites in the Austin area
- Delivered high-quality customer service and technical support, ensuring client satisfaction
- Drove continuous improvement of project delivery process by providing strong leadership.
- Managed multiple projects with competing deadlines simultaneously.
- Coordinated resources across multiple departments and teams as needed for successful completion of projects.
- Conducted periodic inspections of job sites for quality and progress.

Awards

- Outstanding Leadership Award-*Westminster*

References

References available upon request.