

Kelly Geiger

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PROFILE

Passionate, highly energetic individual who motivates others by example and strong work ethics. A creative and flexible person, able to multitask and problem solve quickly and efficiently. Described by others as orderly, reliable, and committed, as well as personable and professional. Skills include organization, time-management, and adapting quickly to a fast pace environment.

EDUCATION

American Musical and Dramatic Academy (AMDA), Los Angeles, CA
-Bachelor of Arts, Musical Theatre and Dance.

RELATED EXPERIENCE

Ithaca Yacht Club, Clubhouse Manager, Ithaca, NY (January 2008- Present)

- Responsible for weekly orders and keeping record of restaurant inventory.
- Organized and operated all catered private events.
- Accountable for interviewing, hiring, and managing all staff.
- Proficient handling all customer/staff issues for the club.
- Practiced handling money deposits, reports, and asset safety.

H&J Hospitality, Catering and Sales Manager, Ithaca, NY (May 2011- Present)

- Experienced planning corporate receptions, weddings, and private parties.
- Responsible for coordinating large annual catered events for Cornell University.

Joes Restaurant, Front of House Manager/Bartender, Ithaca, NY (May 2012-Present)

- Responsible for day-to-day management and oversight of staff.
- Experienced handling guest complaints and business disputes.
- Provided service for beverages and guest at the bar.

AMDA, Orientation Leader, Los Angeles, CA (September 2008)

- Skilled guiding and mentoring students.
- Provided guest services guiding students to on-campus and off-campus sights.
- Experienced with time management and planning for leading a class of twenty students.

Armstrong School of Dance, Camp Director, Ithaca, NY (June 2005- August 2007)

- Created concise weekly lesson plans for students (routines, crafts, games).
- Taught and choreographed dance routines for classes (Jazz, Tap, Ballet).
- Responsible for interviewing and hiring other camp counselors.

COMMUNITY ENVOLVMENT

Big Brothers Big Sisters, Volunteer, Los Angeles, CA

- Active role model, mentor, and support system for three underprivileged kids.

SOFTWARE KNOWLEDGE

PowerPoint, Excel, Microsoft Word,
Twitter, Facebook, Mac/PC.