

# SAMPLE RESUME

## Georgina Santiago

54 Dunster St., Cambridge, MA 02138/555-555-5555/you@post.harvard.edu

### EDUCATION

#### Harvard University Extension School

Bachelor of Liberal Arts, Field of Study Economics

Cum Laude, Dean's List, GPA 3.62

Worked up to 40+ hours a week to defray cost of tuition

Cambridge, MA

May 2016

### EXPERIENCE

#### Hangtime Wholesale Wine Company

##### Sales Representative

Opened and maintain 40 accounts in the greater Boston area. Conduct in-store tastings and staff trainings to generate greater revenue. Create and distribute promotional materials.

Boston, MA

2013-present

#### Christie's Auction House

##### Intern, Fine and Rare Wine Department

Performed pre-and post-sale statistical analysis. Researched and executed mass mailing in order to generate new consignments. Researched potential domestic clients for annual Hospice de Beaune Auction. Generated contracts for consignors. Served as front-line contact for both existing clients and potential consignors, handling incoming and outgoing correspondence. Compiled and entered tasting notes for auction catalogue.

New York, NY

2013

#### Montagna Bar and Restaurant

##### Back-Server, Cocktail Server, Food-Runner

Active participant in wine program, including weekly blind-tastings. Created suitable beverage pairing for patrons.

Aspen, CO

2013

#### Shay's Pub and Wine Bar

##### Server, Bartender, Floor Manager

Coordinated and promoted weekly specials to generate optimal revenue. Participated in development, expansion and improvement of wine program. Recruited and trained all floor staff. Increased overall restaurant sales by 75%.

Cambridge, MA

2006-2013

#### The Second Glass

##### Staff Writer

Launched premier issue of print and online wine magazine. Increased public visibility through participation in wine related events. Provided up to three articles per print issue and once weekly for online issue. Conducted research and interviews for articles.

Boston, MA

2011-2013

**Certifications:** Court of Master Sommeliers: Introductory Course

WSET Level 3 Advanced Certificate in Wine and Spirits (Pass with Merit)

Paris Chamber of Commerce and Industry Diploma in Business French

Member, Boston Sommelier Society

#### **Volunteer:**

Domaine Carrett Bully, France 2013: Vineyard and Cellar Management

Ovid Vineyards, St Helena, California 2013: Office and Events Support