

Emily C. Beyer
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EDUCATION

New York University, College of Arts and Science, New York, NY
Bachelor of Arts in Anthropology & Psychology, GPA 3.66, Cum laude, September 2008
Minor in Africana Studies

University of Ghana-Legon, Accra, Ghana
Human Rights Studies, Enrolled Spring 2007

Warwick Valley High School, Warwick, NY
Graduated Salutatorian, June 2004

WORK EXPERIENCE

Charles, Sally & Charles, Inc., Brooklyn, NY

Server April 2009-Present

- As waitress in fine dining environment: set tables, take orders, serve food, wine, and drinks, etc.
- Assist in all aspects of setting up and breaking down large-scale private and corporate events at the Palm House in the Brooklyn Botanic Garden (as well as occasional off-site events).
- Ensure a positive and enjoyable experience for guests by always being attentive, friendly, helpful, and outgoing.

Nancy Burson, New York, NY

Assistant to Author/Artist July 2008-February 2009

- Transcribed Burson's handwritten manuscript into digital format.
- Edited and organized material in preparation for publication.
- Assisted Burson with various tasks involved with the upkeep of her production company (i.e. answering phones, packaging/sending out materials, maintaining mailing list).

Levain Bakery, New York, NY

Counterperson/Barista October 2004-December 2005

- Greeted customers, answered questions, packaged and served food, conducted monetary transactions.
- Prepared all espresso and coffee drinks.
- Integral part of small team, flexible and ready to assist wherever needed: i.e. food-prep, washing dishes.
- Set up front of bakery before opening, maintained clean and effective work space, cleaned after closing.

Homestead Village Homeowners Association, Warwick, NY

Lifeguard Summers 2006, 2005, 2004, 2003, & 2002

- Assured safety of patrons at outdoor pools within large condominium complex.
- Enforced rules, provided first-aid care when necessary.
- Responsible for set-up of pool and surrounding areas in the morning and thorough clean-up at night.
- Identified the need for and performed general maintenance tasks such as painting, fencing, planting, etc.

INTERNSHIPS

Real-Life Pan-African Documentary Film Festival, Accra, Ghana & New York, NY

Visual Literacy Teacher & Assistant to Festival Producer/Director May 2007-March 2008

- (Accra) Collaborated with a fellow NYU student to design and implement an intensive, month-long curriculum on visual literacy for Ghanaian high school students as part of the film festival's High School Program.
 - Organized exhibition of the students' own photographs for the public.
- (New York) Assisted with project of creating a book featuring the students' photographs.
 - Gathered and organized hundreds of negatives and digitized them using a negative scanner.
 - Exercised creative control in terms of which photos to include as well as layout decisions.

SKILLS

Excellent interpersonal and communication skills, particularly in busy food/retail environments; Microsoft Office Suite; Internet savvy; PC/Mac savvy.

References available upon request.