

Regina Felder

Stand Manager - Citizen's Bank Park Harry the K's Bar & Grille

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Regina-Felder/85a969f9291f6896](https://www.indeed.com/r/Regina-Felder/85a969f9291f6896)

Motivated, responsible and flexible individual student seeking a university recreation position that will help develop skills in a management position. Possess strong interpersonal and communication skills along with enthusiasm and an open-mind.

WORK EXPERIENCE

Stand Manager

Citizen's Bank Park Harry the K's Bar & Grille - Philadelphia, PA - April 2016 to Present

Responsible for delivering great guest experiences in a small time frame; Ensuring proper logs and counts are kept for inventory purposes and ensuring each order is fulfilled in a timely fashion; Properly adhering to Aramark alcohol service policy; Responsible for working with the cook to ensure timeliness and correct orders

Intern

Saint Joseph's University Campus Recreation - Philadelphia, PA - January 2016 to May 2016

Assist in day to day activities of intramural, club sports, and facility operation; Markets Campus Recreation through marketing and advertising campaigns through social media; Planning campus-wide special events

Resident Advisor

East Stroudsburg University - East Stroudsburg, PA - August 2015 to December 2015

Responsible for supervising and safety of 38 undergraduate students; Created/developed a positive living environment designed to link community, faculty, and residents; Promoted the interaction and construction of social networks between community and residents

Catering Worker

Aramark Classic Fare Catering, East Stroudsburg University - 2013 to December 2015

Assisted with set-up of equipment for events ranging from 20-500 guests; Strictly followed protocol for food & sanitation laws; Interacted with guests to ensure guest satisfaction; Provided first class hospitality

Recreation Specialty Instructor

Aramark Classic Fare Catering, East Stroudsburg University - Philadelphia, PA - July 2015 to August 2015

Supervised campers during trips and on grounds of recreation center; Assisted in summer camp at community recreation center; Conducted activities to engage campers mentally and physically

Front Desk Receptionist

Aramark Classic Fare Catering, East Stroudsburg University - Philadelphia, PA - 2014 to July 2015

Enforced and executed policies of facility and procedures and proper risk management; Kept a clean and organized front desk and safe tennis courts; Opened and closed facility; Cash control \$500; Provided high-level customer service

Peer Counselor

Aramark Classic Fare Catering, East Stroudsburg University - East Stroudsburg, PA - September 2014 to May 2015

Mentored first year students - taught self-efficacy workshops; Monitored and discuss new student progression; Planned and coordinated orientation activities

Front End Associate

Aramark Classic Fare Catering, East Stroudsburg University - Philadelphia, PA - February 2013 to December 2013

Processed cash transaction such as sales and returns; Provided polite guest service; Signed customers up for credit card sales and prevented theft of store items

Student Records Archival Processor Community College of Philadelphia

Work Study Student, Student Records Archival Processor Community College - Philadelphia, PA - June 2012 to December 2012

Assisted in the conversion of student records into electronic files for credit transfers; Sorted, digitally scanned, indexed, and verified records in preparation for long-term archival storage

Work Study Student

Career Service Center - Philadelphia, PA - September 2011 to March 2012

Assisted students in Career Lab with job/internship searches, and career interest profiles; Managed front desk, answered phones, and scheduled appointments

EDUCATION

Bachelor of Science in Recreation Services Management

East Stroudsburg University - East Stroudsburg, PA
May 2016

Community College of Philadelphia - Philadelphia, PA
September 2011 to May 2013

ADDITIONAL INFORMATION

SKILLS

Proficient with Microsoft Office Suite

All social media platforms

Strong interpersonal skills

Excellent communication skills; verbal and written