

Jeffrey Cameron

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EDUCATION

Elon University, Elon, NC

Bachelor of Science in Business Administration: Business Management; **Minor:** Asian Studies

May 2016

GPA: 3.25

The Beijing Center, Beijing, China

Fall 2014

PROFESSIONAL SKILLS

Working knowledge of Microsoft Office, SAP, Amadeus, and RTP.

Working knowledge in Mandarin Chinese (Simplified)

WORK EXPERIENCE

Property Maintenance: *You Bet Property Services*, Jackson WY

June 2020 – September 2020

- Provided general labor, such as lawn mowing and tree removal at local properties.
- Arrived on time for early morning starts and displayed exceptional customer service to all clients.

Group Coordinator: *Jackson Hole Mountain Resort*, Jackson, WY

January 2020 – April 2020

- Built relationships with guests in order to provide them with a more personalized and quality experience.
- Helped improve marketing strategy through group collaboration, content creation, and market research.
- Created and distributed billing reports to customers, while ensuring that correct payments were received on time.
- Spoke at group functions to promote and inform guests about resort experiences.

Support/Server/Assistant Manager: *Ill Villaggio Osteria*, Jackson, WY

November 2016 – December 2019

- Effectively communicated with guests, kitchen staff, and team members to surpass guest's needs.
- Enhanced customer's dining experience by performing all tasks with great efficiency and improvising to meet the needs of patrons.
- Completed restaurant opening and closing procedures, including managing deposits, detailing sales reports, and ensuring the safety of the building.

Management Trainee Intern: *Enterprise Rent-A-Car*, Falmouth, MA

June 2016 – August 2016

- Received and practiced exceptional customer service and sales training
- Sold insurance, upgrades, and promotions by utilizing sales and customer service techniques
- Built rapport and maintained constant communication with customers to ensure returning business and overall satisfaction
- Awarded the Intern Award for Exceptional Sales Performance

CAMPUS INVOLVEMENT

Fraternity Brother: *Lambda Chi Alpha Fraternity, Delta Pi Chapter*, Elon, NC

March 2014 – May 2016

LICENSES

AIARE Avalanche Level 1: *Jackson Hole Mountain Guides*, Jackson, WY

January 2018

PADI Advanced Open Water Scuba Diving: *Sairee Cottage Divers*, Koh Tao, Thailand

May 2018

VOLUNTEERING

Volunteer: *North American Food Drive*, Elon, NC

Spring 2014, 2015 and 2016

Dave Smith Angel Tree, Elon, NC

Fall 2014 and 2015

Feeding America, Elon, NC

Winter 2014 and 2015

Campaign Volunteer: *Dylan Fernandez for State Representative*, Falmouth, MA

Fall 2016