
KATE DAVIS

Contact

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Hobbies & Interests

- Since September of 2017 I began doing freelance modeling and acting. This has been my main creative outlet and is something I am very passionate about. I have had the honor of working with a number of talented local Dallas artists, photographers, and directors.
- I am an avid runner, exercising consistently brings balance into my life and I think that reflects in my work ethic.

Profile

Recent Entry-Level Web-Development student at Southern Methodist University. Upon learning how this field functions I have become deeply enthusiastic about this lucrative and also creative career option. Knowledgeable in both front and back end languages. While in this program and before, I have worked in several fields that have required me to be enthusiastic, knowledgeable, dutiful, and trustworthy.

The Alamo Club, Server & Trainer; Dallas, TX — Feb 2019 – Present

- Trained over ten employees for the company while evaluating their progress and ensuring they were knowledgeable over all craft beer, house cocktails, and menu options.
- Assisted management with evaluating employees and overseeing growth and progress.
- Ensuring all the steps of service in a high-volume environment and providing full dinner service and hospitality, including wine service and coursing meals when needed.

Lark on the Park, Lead Hostess & Events Coordinator/July 2015-October 2017

- Managed in-person and telephone guest inquiries, customer service requests, and reservations/private party bookings.
- Generated repeat business through friendly attitude and extensive cuisine knowledge.
- Spotted VIP clients immediately and provided expected treatment such as preferred tables known from previous notes taken on Open Table.
- Take guests to their designated table, give information about specials, handle special requests, and provided the waiter with information.
- Trained new hosts and hostesses on service policies.

Part Time Dog Watcher/House Sitter, Self-Employed; Dallas, TX — Nov 2017-Present

- Built my clientele by promoting myself on social media, and networking amongst peers.
 - Gained trust and relationships with my clients by showing my references and actively sending them text updates and pictures.
 - The trust I built with clientele has led to in home visits with animals while clients are at work or out of town.
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Education

Southern Methodist University 2019-2020

Full-Stack Web Development Program

Richland College 2016-2018

Associates Degree - Business Administration

Core Qualifications

- Familiar with MAC operating systems
- Knowledgeable in web programming languages including Java CSS HTML JavaScript ASP PHP and HTML editing software
- Sound familiarity with using MySQL
- Profound creative and analytical problem-solving and troubleshooting skills
- High verbal and written communication skills

References

- **Kate Arterburn / General Manager at the Old Monk**
 - (806) 570-3778
 - **Alyssa Phillips / Manager at the Old Monk**
 - (512) 788-1527
 - **Paul Langdale / Financial Advisor**
 - (214) 300-1568
 - **Annie Shamoon / Manager and event coordinator at Lark on the Park**
 - (469) 766-8268
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