

KAITLYN SCHIEFERECKE

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EXPERIENCE

- December 2017- June 2020 Server, *Summit Grill & Bar; Kansas City, MO*
Prepare dining room; offer menu suggestions; anticipate guest needs; provide welcoming and positive guest experience; assist other team members when possible
- September 2016- Present Property Management Assistant, *A Double Dollar; Topeka, KS*
Assist family business with management of rental properties including screening applicants, minor maintenance work, and addressing tenant issues.
- November 2019- December 2019 Customer Service Specialist/Warehouse, *Blue Chip Athletic; Kansas City, MO*
Assist customers over the phone and online with purchases, problem resolution, assist warehouse in filling orders, general office housekeeping, contact clients
- December 2015- June 2017 Assistant Manager/Server/Bartender, *Snow & Company; Kansas City, MO*
· Complete restaurant opening and closing procedures including getting the cash drawers ready and opening the kitchen; Organize and schedule servers and cooks; Have all menus memorized and communicate effectively with guests
- June- August 2013, 2014; Summer Summer Camp Counselor, *Helen Hocker Theatre; Topeka, KS*
· Supervise children ages 5-11; Organize, plan, and execute day activities and special occasions—such as schedule trips; Lead group activities with both campers and staff; Write, develop, and direct theatrical productions
- June 2018- August 2018 Operations Intern, *Kansas City Fringe Festival; Kansas City, MO*
· Program Edits, Photographer Organization and Scheduling, Updating Media Contacts, Fringe 411 Management, Posting Review Links
- June 2017- July 2017 Marketing and Development Intern, *Kansas City Actors Theatre; Kansas City, MO*
· Updating Advertising Rates Program, call businesses about purchasing advertisements in season programs, assist at events, attend meetings and take notes

EDUCATION

- May 2018 Bachelor of Arts, Theater-Performance, *University of Missouri-Kansas City*
· University Theatre Association Member 2013-2018, Treasurer 2014-2015; Participated in multiple college theatrical productions.
- May 2013 High School Graduate, *Hayden High School; Topeka, KS*
· Participated in Drama Club, Hayden Singers, Hayden Concert Band, Hayden Jazz and Marching Bands, and Writers' Circle. Participated in multiple theatrical productions

SKILLS

Efficient with Technology, Experience in Word, Excel, PowerPoint, and Publisher, Skilled in Public Speaking, Excellent Communication Skills, Leadership Skills, Creative, Reliable, Educator, Enthusiastic, Strong Work Ethic, Attention to Detail, Positive, Adaptable, Team Player.