

## Naomi Woodruff

206.651.1312

[naomi.woodruff@gmail.com](mailto:naomi.woodruff@gmail.com)

708 6th Ave N #224

Seattle, WA 98109

### EXPERIENCE

#### **CONCIERGE, 1521 SECOND AVENUE; SEATTLE, WA JAN 2018-PRESENT**

I currently work at the front desk of this residential condominium building. I keep accurate and organized logs of parking spaces, visitors and packages. Since I work in the evenings I keep the building entrances and exits safe, unobstructed, and clean. I assist residents with varying daily needs including: car reservations, catering, mail holds, etc.

#### **GALLERY COORDINATOR, BELLEVUE COLLEGE; BELLEVUE WA SEPT 2016-PRESENT**

I was employed at Bellevue College in the on-campus art gallery. I assisted the gallery director in administrative work, scheduling and gallery operations. I was the “face” of the gallery. Prior to shows, I set up the layout of the gallery, orchestrated the lighting, as well as hung art and made decisions for placement.

#### **SUPPORT STAFF/SERVER, BLACK BOTTLE; SEATTLE, WA – NOV 2015-JULY 2017**

I worked as a host, expo, and server at a local gastrotavern called Black Bottle. In a sense, I was a “gate keeper” for the restaurant which allowed me to manage the flow of work within the restaurant and the environment for customers and staff. As an expo, I assisted in the assurance of a dining experience. After 1.5 years I was able to be a hybrid server which entailed providing support to other staff and waiting tables when needed.

#### **SALES AND OFFICE MANAGER, PHYTALAB; KIRKLAND, WA – JUL 2014-SEPT 2015**

I was the sole salesperson for this fast paced cannabis analytical lab. My responsibilities included client targeting and development, direct sales and event- based marketing outreach. In tandem, I attracted new clients via social media and developed ads placed in print magazines. Educating patients, cannabis business owners about the cannabis plant and cannabis testing was a key aspect of the consultative sales process. After we lost our office manager I absorbed her responsibilities for A/R, A/P, payroll, reconciling Quickbooks, inventory and became landlord liaison.

#### **OFFICE MANAGER, CENTRIC WELLNESS; SAN DEIGO, CA – DEC 2012-MAY 2013**

At Centric Wellness I managed the front office operations. I was responsible for keeping accurate and organized medical records, patient outreach, and billing for patient office visits. During my time there I worked on a lengthy project of digitizing all medial records to the custom patient record management system.

#### **SHIFT LEADER, LE FOURNIL; SEATTLE, WA – NOV 2010-SEPT 2013**

I was a shift leader for this well known Seattle french bakery. I was responsible for wholesale deliveries, espresso beverage preparation, opening and closing procedures. I trained new employees on the register, espresso machine, and food preparation line. During the busiest hours, I managed employee breaks and schedules.

## EDUCATION

**BELLEVUE COLLEGE, BELLEVUE, WA** — ASSOCIATE IN ARTS AND SCIENCES 2018  
**CASCADIA COMMUNITY COLLEGE** — RUNNING START PROGRAM

## SKILLS

Cold Calling, Account Management, Customer Service, Teamwork, Attention to Detail,  
Bookkeeping, Data Entry, Social Media Management, Microsoft Office, Photoshop,  
Quickbooks, Organization

## REFERENCES

Julian Hoffer, Bartender Lead at Black Bottle	206.966,3469
Chad White, Photography Department Director	425.564.2668