

SEAN R. NUNLEY

P.O. Box 315, Amherst, MA 01004 619-459-1397 nunley.sean@gmail.com

Energetic worker looking to employ scientific organization, marketing acumen, and management experience to a demanding position within a dynamic and service-oriented company.

WORK HISTORY

Host - Panda East Chinese, Amherst, MA, August 2010 -- Present

Managed the front of house for a busy dine-in restaurant & take-out business.

- Conducted register transactions, received call-in orders, and processed in-house billing and change
- Ensured prompt seating and a superior customer service experience
- Prepared beer, wine, cocktails, and soda fountain beverages.

Shift Supervisor - Starbucks Coffee Company, Amherst, MA, May 2010 – Oct 2011

Supervised operations & sales at a high-volume, corporately-owned cafe

- Prepared hand-crafted cafe beverages, including espresso, brewed coffee, tea, and steamed milk drinks.
- Developed highly satisfied customers by ensuring the delivery of legendary service and perfect beverages.
- Directed store promotions by tracking retail goals and encouraging effective sales behaviors
- Performed managerial duties, including cash control, supply ordering, employee training, and sales direction

Residential Adviser - Hampshire College Residential Life, Amherst, MA, Aug 2006 - Jan 2010

Responsible for students in a residential setting & managed the Residence House Office. • Oversaw less-experienced office personnel and served as liaison between visitors and College administration • Managed a multi-thousand dollar office budget and monitored professional expenses. • Resolved crises and facilitated mediation for residents with interpersonal and academic problems

PR & Communications Assistant - The NTC Foundation, San Diego, CA, Dec 2003 - Sep 2004.

Provided first-line marketing & communications to a prominent real-estate development trust. •

Drafted copy for and edited press releases, brochures, and websites.

- Addressed public and media inquiry in order to highlight the Foundation's strengths.
- Engaged potential donors to demonstrate the financial and cultural merits of our development site.

EDUCATION

Hampshire College - Amherst, MA

Bachelor of the Arts: Behavioral Psychology and Neuroscience // Marketing

SKILLS:

- Experienced in the collection, analysis, and application of quantitative and statistical data
- Extensive knowledge of coffee and tea, including varieties, processing, preparation, and taste characteristics
- Skilled in public relations, public speaking, and media services.
- Working language proficiencies in Spanish and Mandarin Chinese.

AWARDS AND GRANTS:

- Awarded a paid, Mellon Grant-funded research fellowship with the Gender and the Human Genome Project
- Two-time recipient of the Culture, Brain, and Development Program Grant for Distinguished Work in Psychocultural Research (\$10,000; 2008 and 2009)