
LAWYER BEATY

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Summary

A motivated, passionate and detailed oriented individual who recently graduated from The University of Arizona. Eager to apply knowledge of Communication and Business Administration. Demonstrated history of leadership in the classroom and previous work experience. Eager to bring an excellent work ethic and strong commitment to quality performance, that'll assist me in shaping my future in field of Business and Human Resources.

Skills

- Microsoft Office: Excel, Power Point, Word
- Administrative skills
- Computer Skills
- Attention to detail
- Interpersonal communication
- Leadership
- Problem-solving
- Time-management
- Team building
- Back office operations

Experience

- 05/2020 - 05/2020
ABC Bartending
Schools
Tucson, AZ
Bartender
 - Worked behind a bar to mix over 1000 drinks.
 - Hands on experiences with opening a bar, closing a bar, preparing garnishes and mixes, handling checks, bar equipment and procedures, and customer service.
 - Obtained knowledge with more than 100 of the most common cocktails.
 - Trained in alcohol awareness; understand the laws and Regulations that apply to serving alcohol in compliance with the Department of Liquor Law and Licensing Control.
- 05/2014 - 05/2018
Universal Studios
Hollywood
Studio City, CA
Food Stand Attendant

Worked closely with managers and supervisors in a face-paced environment in order to complete common goals: guest satisfaction, training new employees and conflict resolution.

 - Open and closed venue in a timely manner.
 - Key holder.
 - Cash handling experience.
 - Performing administrative duties.
 - Providing outstanding customer service
 - Talked pleasantly with customers while taking orders and promoted positive image for business.
 - Supported departmental operations, including filing, monthly report preparation and vendor requisitions.
- 08/2013 - 01/2014
Macy's
Arcadia, CA
Stock Associate
 - Responsible for restocking women's shoes and jewelry.
 - Readied merchandise for sales floor by marking items with identifying codes and accurate pricing.

- Updated signage to reflect current prices and help promote target merchandise.
- Organized storage of shoes in bins, floor, shelves and assigned areas according to product categories.
- Replenished inventory with focus on addressing customer needs.

Education and Training

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| 05/2020 Tucson, AZ | Bachelor of Science in Communications University of Arizona <ul style="list-style-type: none"> • Minor in Business Administration • Dean's List Honoree Spring 2020 • Learned about Interpersonal Relations, Persuasion, Professional Communication, Nonverbal Communication, Communication & Emotions |
| 06/2018 Torrance, CA | Associate of Science in Business Administration El Camino College <ul style="list-style-type: none"> • Learned about Market Principle/Concept/Tool, Survey of Finance, Human Side of Organizations, Principle of Economics |

Knowledge of Basic Spanish

Thank You