

Najie (Martina) Wei
(614)-226-8292; weimartina@gmail.com

HOSPITALITY MANAGEMENT

High-energy professional with a successful 5-year background in multi-site management and employee relations. Dedicated and passionate about providing excellent customer service and exceeding organizational goals. Proven ability to increase profit through strategic planning, effective project management and process reengineering. Adept at drastically reducing turnover rates and building motivated service and management teams. Highly skilled in recruiting, training, and performance management.

PROFESSIONAL EXPERIENCE

Roundhill Furniture, Columbus, OH, Jan 2013 – Oct 2014
OFFICE MANAGER

Played key role in growing the business through media and print advertising, e-marketing, local business contacts, and community affairs. Oversaw four online platforms with full e-commerce responsibility for both retail and wholesale, store appearance, and employee development. Partnered with local college, small business associations, and networking organizations to build community awareness and increase sales. Recruited, hired, and trained new staff.

The Ohio State University, Columbus, OH, Oct 2008 - Dec 2012
STUDENT MANAGER

Oversaw overall operations and ensured top store performance. Maintained ordering and inventory supply. Supervised 35 employees; recruited, trained, and conducted personnel performance evaluations

EDUCATION

Bachelor's Degree in Hospitality Management; The Ohio State University Dec, 2012

Minor in Business; The Fisher College of Business Dec, 2012

CERTIFICATIONS

National Restaurant Association: Serve Safe Certificate

National Restaurant Association: Food Cost Control Certificate

*No work visa is needed; U.S. citizen

*Language: Mandarin, English