



Education:

The Art Institute of Portland

BFA Graphic Design

Summer 2012

Community College

Livermore, CA. ESL

Skills:

Software:

Mac and PC friendly

Adobe CS5 InDesign

Adobe CS5 Photoshop

Adobe CS5 Illustrator

Dreamweaver

Power Point

Adobe Flash

HTML Coding

Word/Excel

Languages:

German

English

Work Experience:

Holladay Park Plaza

Dining Room Manager. July 2011 - present

Managing the dining room, organizing office work, planning and coordinating events, making invoices and following up with billing and supervise staff.

Catering Manager/Supervisor. Feb. 2011 - July 2011

Supervised the staff, organized and set up events as birthday parties, memorial services, holiday events and weddings.

Host. Aug. 2010 - Feb. 2011

Supervised the wait staff and dining room, responsibilities as scheduling and making reservations, helped out in customer service and wait on tables.

Wait Staff. Feb. 2009 - Aug. 2010

Waited on tables, helped organize and set up events.

Nanny. Portland, OR. Aug. 2008 - Feb. 2009

Looked after a young child, taught German, helped in the household, drove the child to day care and activities, and grocery shopped.

Au-pair. San Francisco, CA and Portland, OR. Aug. 2006 - July 2007

Looked after three children, taught German, helped in the household, by driving the children to day care, kindergarden, school and activities, cooked, did laundry and grocery shopping.

Notable Achievements:

Honor Roll 2009 and 2010

Sarah Jones

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