4526 Baywood Ct, Evansville, IN 812-598-1606

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Skills & Abilities

- Skilled in Microsoft Office, Photoshop, NCR POS
- Experience in staff management and inventory controls
- Knowledge of HTML5, PHP, CSS
- Strong communication skills

Experience

VenuWorks, Evansville IN (2011-present)

Ford Center Concessions Manager (2015-present)

- Manage concession operation for a 10,000-seat arena
- Create and maintain digital and print concession and bar menus
- Configure and update touch screen cash register systems
- Hire, train, and oversee staff of over 100 people
- Collaborate with Executive Chef and other management staff to plan and execute events, including high end private catering dinners
- Interact with customers and staff in a polite, prompt, and respectful manner, ensuring all needs are adequately met

Mesker Park Zoo Food and Beverage Manager (2014-2015)

- Design and update concession and digital menus
- Order products and inventory deliveries
- Ensure that all stands and vending machines are accurately stocked
- Prepare detailed invoices and collect payments
- Balance registers and accurately account for the day's income

Ford Center Warehouse Supervisor (Part-time 2011-2014)

- Inventory food and beverage deliveries
- Ensure that all stands and bars are accurately stocked

CJ's Willow Bowling Center, Evansville IN (2006-2014)

General Manager, Web Administrator (2010-2014)

- Created and maintain company website and maintain company social media pages
- Design company flyers, displays, loyalty cards, menus, mailings, etc.
- Update internal digital display boards with specials, trivia, leagues, etc.
- Schedule birthday and company parties for clients in Access database
- Prepare detailed invoices and collect payments

Cook, Concession Cashier, Server (Part-time 2006-2010)

- Prepared basic quick serve concession meals and worked lunch buffet
- Served birthday parties and private corporate dinners

Education

University of Southern Indiana, Evansville IN (2006-2010) Bachelor of Science in Computer Information Systems

- 3.76/4.0 GPA, Dean's List Every Semester
- Cum Laude Institutional Honor

Hobbies

Photography, Gardening, Home Remodeling, Running