

Caitlin Burke

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Objective	Seeking an internship in a company that focuses on loyalty, growth, and overall customer and employee satisfaction in the hospitality industry.
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Education	Bachelor of Human Health and Performance – Hospitality management University of Florida, Gainesville, FL, GPA: 3.37 Spring 2009 Florida Bright Futures Scholarship Recipient
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Employment	<i>Raquette Lake Camps, Raquette Lake, NY</i> 06/07-08/07 Assistant Director of Horseback Riding 06/06-08/06 <ul style="list-style-type: none">• Maintained a level of professionalism as the youngest head staff in 90 years.• Successfully taught children proper equitation while focusing on their safety, comfort, and overall pleasure in horseback riding.• Interacted with individuals from all over the world, improved my communication skills, gained independence, confidence, and assertiveness. <i>Escape Day Spa, Gainesville, Fl</i> 01/06 -06/07 Spa Coordinator <ul style="list-style-type: none">▫ Learned valuable customer service skills, problem solving strategies, and increased my knowledge in company management.▫ Scheduled appointments▫ Filled product orders▫ Opened/closed the spa▫ Interviewed and trained employees▫ Gained insight from this position in regards to my personal strengths and weaknesses
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Volunteer	<i>Kid Works, Gainesville, Fl</i> 01/07-05/07
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Experience	Infant Care Center <ul style="list-style-type: none">▫ Worked with infants, 3-14 months▫ Enabled me to understand how important quality care is. Going beyond just child care but to general consideration, respect, and sympathy for others. <i>Hidden Oak Elementary School, Gainesville, Fl</i> 01/06-05/06 Third Grade Volunteer <ul style="list-style-type: none">▫ Taught patience and understanding▫ Corrected misconduct and taught thinking before acting
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