

# Jessica D. Stauber

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**Objective** To fulfill the given job position to the best of my ability while helping to advance the company.

**Education** **Robert Morris University** Pittsburgh, PA Est. Graduation Date: Dec 2007  
Major: Hospitality Management (BSBA)

- Cumulative GPA: 3.29/4.00
- Placed on Dean's List five consecutive semesters
- Recognized as Who's Who Among College Students
- Chosen as 1 of 10 students nationwide to attend a Hospitality Conference in Phoenix Arizona representing Robert Morris University

**Avonworth High School** Pittsburgh, PA Graduated June 2004

- Maintained High Honor Roll all four years, awarded Scholar Athlete two consecutive years, received recognition as Who's Who Among High School Students, Yearbook staff, AFS committee member, Fragments writer

**Work experience** April 2007 - Present Diamond Run Golf Club Sewickley, PA

## **Bar Supervisor**

- Maintain and supervise the grille bar and its staff
- Maintain liquor, wine, and beer inventory; order when needed

August 2006 – September 2006 Diamond Run Golf Club Sewickley, PA

## Food and Beverage Director

- Maintain a staff of approximately thirty servers, bussers, and bartenders
- Keep and maintain inventory for food, beverage, and alcohol for restaurant and snack shack
- Place orders with companies such as Pepsi, US Foods, Silberman's, Arcade Snacks, etc for products the clubhouse needed
- Create schedules for the staff and ensure that they are working up to standards
- Keep up-to-date records for the clubhouse such as timeclock information, inventory records, Product Mix, Sales Reports, etc

April 2006 – August 2006 Diamond Run Golf Club Sewickley, PA

## Private Events Director

- Plan, organize, and run events such as Bridal Showers, Baby Showers, Golf Outings, Business Meetings, Birthday Parties, etc.
- Provide great customer service to my clients
- Make sure guest remain happy at all times
- Maintain budget while driving revenues

December 2003 – April 2006 Diamond Run Golf Club Pittsburgh, PA

#### Morning Manager

- Assist Food and Beverage Manager
- Help with scheduling and time clock, sales per revenue sheets, product mix sheets, and ordering for Halfway House
- Oversee and maintain front-of-house during morning and afternoon hours
- Waitress/Banquet Server
- Operate in a fast paced restaurant environment.
- Organize the setup/display of events or parties, served banquets of 100+ people, and disassembled/cleaned banquet halls after functions.

#### Activities

- American Hotel and Lodging Association Scholarship Receptant
- Certified Bartender from Pittsburgh Bartending School, August 2005
- National Society for Colligate Scholars (NSCS)
- Office of Student Community Service (OSCS)
- Hospitality and Tourism Management Association (HATMA)
- Member/"Brother" of Alpha Phi Omega (APO)
- Freshman Mentor for First Year Experience Students

#### Volunteer Experience

- In the process of becoming a Big Sister with Big Brothers/Big Sisters of Pittsburgh
- Participated in the Cancer Caring Walk in North Park September 2006
- Volunteered at St. Barnabus Caring Home in November 2005
- Volunteered at Children's Museum during March 2005
- Participated in Project Buddle-Up in October 2004
- Organized and Operated a local haunted house for the Make-A-Wish Foundation of Western Pennsylvania for two years (October 2001 and 2002)

#### Computer Skills

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Access
- Microsoft Photoshop 7.0