

URSULA NEHR

OBJECTIVE

Seeking an internship in the hospitality industry/catering field

SUMMARY OF QUALIFICATIONS

- Excellent customer service skills developed in a variety of retail settings.
- Ability to organize a heavy workload with competing datelines.
- Good interpersonal communications skills.
- Strong interest in marketing relations.
- Working knowledge of Adobe Photo Shop.
- Proficient in Microsoft Word and Excel, internet and email.

WORK OF EXPERIENCE

09/2005 - current Black Forest Bakery Lindenhurst, NY
Sales Clerk

- Process transactions at cash register and give correct change.
- Assist customers in making selection and purchasing items.
- Conduct regular check inventories of merchandise and supplies.
- Receive and inspect shipments.
- Sit down with brides and arrange plans for their wedding cakes.
- Other tasks as assigned.

09/2006 - 09/2007 JP Morgan Chase Lindenhurst, NY
Teller

- Efficiently processed daily transactions for personal and commercial account holders.
- Provided excellent customer service.
- Utilized sales techniques to recognize the needs of customers and match those needs to available products and services.

EDUCATION

09/2007 - current Culinary Academy of NY New York City, NY
Hotel Management Certification - expected 06/2008
Food and Beverage Certification - expected 06/2008
Convention Sales and Meetings Certification - expected 06/2008

09/1996 - 06/1998 Business Administration College Bialystok, Poland
Associate degree

LANGUAGES

Polish - Fluent
English - Fluent
Russian - Immediate

