

## Objective

Following graduation I moved into the restaurant industry, full-time, managing multi-faceted properties. This continues to cultivate a passion in me to curate a community of efficiency, work/life balance, and invest my time in a company that I truly believe in.

## Experience

### **Manager: Tartine Manufactory, SF** December 2017 - present

Responsibilities include managing the range of services encompassed in 'Tartine All Day,' scribing a schedule for 48+ employees in six different departments, organizing departmental meetings and trainings, assisting in HR projects, managing equipment and building maintenance, inventory, ordering, quality control, and supporting the Tartine team with all other business needs that arise.

### **Graduate Instructional Assistant: San Francisco State University** January - June 2016

Assisted Professor Andrew Murphy with his Introduction to Creative Writing course by guiding a group of 20 students through the technical course and acting as a point of reference between the students and Professor. Held office hours to provide in depth feedback and extra guidance for students' writing.

### **Hostess, Server: Aatxe & Range Restaurants, SF** April 2014 - August 2016

Duties included managing "the door," welcoming guests into the restaurant, organizing the nightly reservations and dining room seating chart. Fully knowledgeable regarding restaurant's wine, liquor, and food selections. Ran food and beverages for servers.

### **Part-Time Paralegal: O'Melveny & Myers Law Firm, SF**

#### Spring Semester: February - June 2014

Duties included supporting staff with billing time, validating expenses, issuing vouchers, creating closing documents, as well as any other project I could help with.

### **Manager / Head CrêpeMaker: La Crepe! Napa Oxbow Public Market**

#### November 2011 - October 2013

Duties included managing all position at french creperie (crepemakers and cashiers), scheduling staff of 14, training new crepemakers, submitting payroll, and assisting with marketing and social media outreach.

## Education

### **San Francisco State University, (BA) Degree** May 2011 - 2016

B.A. Degree: English / Creative Writing Minor: Political Science

### **New Technology High School, Napa CA** 2006 - 2009

Teaching method: Project based learning with professional business style atmosphere.

## Skills

Technologically proficient  
Knowledgeable in Microsoft Office, Pages, GoogleDrive, Adobe InDesign, Illustrator, and Photoshop  
Typing speed of over 95 wpm  
Able to manage several departments at once  
Excellent communicator  
Fast learner  
Good leader and delegator  
Works well with others  
Organized  
Motivated  
Responsible and dependable  
Great interrelations and customer service skills  
Knowledgeable in OpenTable, Micros, Aloha, Toast, BreadCrumbs, and FirstData (POS systems)  
Meets deadlines

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*References available upon request.*