

Ann Marie Lincoln

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Objective

Determined, organized, proactive, adaptable worker seeking an entry level job in the Hospitality Industry.

Education

Expected Graduation- December 2021

University of South Carolina, Columbia

*Bachelor of Science in Hospitality Management
Minor - Event Management*

Experience

Element Restaurant, Easley, SC - Server, Caterer

September 2019- Present

- Serving Patrons.
- Serving at catered events.
- Assisting in the planning & management of catered events.
- Answering phone calls & responding to emails.
- Creating & maintaining social media accounts.

South and West, Easley, SC - Event Host

May 2019 - July 2020

- Greeted & helped guests set up events.
- Conducted tours of the venue.
- Cleaned venue before & after the events.
- Responded to emails & phone calls to potential & current clients.

South Area Office, Columbia, SC - Receptionist

August 2019- May 2020

- Assisted residents with key replacements.
- Answered phone calls & responded to emails.
- Organized paperwork coming into the office.

The North Fork Shack/ Catering, Southold, NY - Waitress

April 2017 - June 2018

- Served tables & ran the register.
- Cooked at venue for catered events.

- Served at catered events.
- Trained new employees.
- Set up & tear down of catered events.

Organizations

Eta Sigma Delta- International Hospitality Honor Society; Club Management Association of America.

Skills

Trained Crowd Manager Certified; Cvent Supplier Network Certified; Windows; Excel; Office 360; Access; Basic Accounting; Basic Coding.

Interests

All Sports, especially Soccer and Football; Reading; Entertaining; Gardening; Hiking & Outdoor Activity; Swimming; Animals.