

Colleen G. Biskup

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Education: B.S. Hospitality Management, James Madison University, Honors College (anticipated May 2025)
Franklin D. Roosevelt HS, Advanced Regents Diploma, June 2021

Work Experience:

- Hotel Madison** Harrisonburg, VA
Banquet Server February 2022 - Present
- Meet with staff to review BEOs prior to event and help with set up and breakdown of event
 - Greet and seat guests/Deliver meals and beverages/Respond to and attend to guests requests
 - Maintain constant communication with kitchen and other wait staff to execute the BEO effectively and efficiently
- Red Robin Restaurant** Poughkeepsie, NY
Hostess, To-Go Specialist, Serving Partner May 2022 - Present (College Breaks)
- As Hostess- Greet and seat patrons, and manage the flow of the restaurant
 - As To-Go Specialist- Prepare and package takeout orders for customer pick up, Grubhub, DoorDash, Uber Eats
 - As Serving Partner- support wait staff by delivering meals and beverages to tables and respond to guest's requests
- IFEC Annual Conference** Annapolis, MD
Intern October 2021
- Met with the Graduate Hotel staff to review BEOs, walk the event space, make last minute corrections in preparation for the conference
 - Provided support by assembling conference attendee check-in materials such as name badge pouches and welcome gift bags, assured signage reflected agenda function, assisted sponsors with station set up, volunteered and donned a McCormick Old Bay Hot Sauce mascot costume for a sponsor
 - Greeted attendees, editors, and sponsors, at the registration desk and gave direction or assistance when needed
- Cosimo's Brick Oven Restaurant** Poughkeepsie, NY
Hostess May 2021 - August 2021
- Greeted patrons, ascertained their dining needs, managed wait list, seated guests, and managed the flow of the restaurant
 - Answered phones and managed takeout orders
 - Transacted payments and balanced the register at the end of the evening
- Brookside Meadows Luxury Living Rental Community** Pleasant Valley, NY
Lifeguard June 2020 - August 2021
- Greeted residents, regulated pool activity, and monitored for CDC guidelines
 - Ensured pool safety, administered CPR and lifesaving measures if required
 - Monitored and maintained pool water chemicals
- The Terraces at Brookmeade Assisted Living Facility** Rhinebeck, NY
Server October 2020 – June 2021
- Delivered meals and beverages to residents, and monitored the dining room
 - Maintained cleanliness of the facility throughout mealtime, cleaned dining room at the end of mealtime and prepared it for the next day
- Awards/Athletics/Clubs & Associations:**
- JMU HSMAl, member since Fall 2021, Director of Recruitment August 2022-Present
 - JMU Women's Club Water Polo Team, member since Fall 2021
 - JMU GIVE Volunteers, member since Fall 2021
 - Red Cross Certified Waterfront Lifeguard/First Aid/CPR/AED, since 2019
 - FDR Girl's Varsity Swim Team 2015 – 2021 Tri-Captain 2020-2021 Season
 - Awarded "Hype Beast" for FDR Girls Varsity swim, 2016 -2020 Seasons

