

Alison Irish

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EDUCATION

College of Charleston, Charleston SC

August 2020-Present

- Major: Business Administration
Concentration: Hospitality and Tourism Management

WORK HISTORY

Kiawah Island Golf Resort- Villa Resort Food and Beverage Intern

Summer 2022

- Completed the Resort New Hire Orientation Internship Briefing, including KIGER Essentials Training.
- Applied resort standards within the Villa Resort working new positions daily at various eaters throughout the resort. Serving, Servers Assistant, Food Running, Expo.
- Attended and worked banquet events held throughout the resort, gained new skills related to event work.
- Shadowed the Kiawah Island Golf Resort Marketing Team at the Sanctuary; Attended a photoshoot performed by the social media marketing team.

Callie's Hot Little Biscuit- Store Clerk / Baker

November 2020-Present

- Professionally greet guests and take customer's orders.
- Responsible for opening and prepping the store while maintaining an organized restaurant throughout the day.
- Providing exceptional customer service to each customer.
- Responsible for closing the store, deep clean the back of the house, wash and sanitize dishes.
- Proficient in Square Payment Processing System.

Element Solar Energy- Sales Intern

May 2021- July 2021

- Paid summer internship.
- Responsible for door-to-door direct sales, introducing the company's product and service for the purpose of scheduling appointments to finalize the sale.
- Independent contracted employee, managed own schedule, set personalized goals, attended virtual sales meetings, learned and became proficient in company specific software programs.

Fairfield Inn, by Marriott- Front Desk Agent, Full-time

January 2020- August 2020

- Professionally greet guests, responsible for guest check-in and check-out, managed guest requests as they arose.
- Professionally answer all phone calls at the front desk.
- Direct and provide all guests with valuable information related to the surrounding areas and localities.
- Organize all incoming reservations.
- Record events and notes in the employee Microsoft Excel sheet to keep staff informed of daily reports.

SKILLS AND ACTIVITIES

Technology Proficiencies

- Microsoft Office Suite
- Confident using social media platforms

Clubs

- CHAT Club: Meet weekly, travel to different Hotels for tours, discuss hospitality and tourism in our local city.

graduating 2023
needs Spring Internship @ a hotel