




Skyler Lehrer

CONTACT

-  864.451.1529
 -  skyler.lehrer@gmail.com
 -  Charleston, South Carolina
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INTERNSHIP

Jessamine & Vine Wine Shop
Wine and Spirits Business Intern
December 2022 - Present

EDUCATION

College of Charleston
Bachelor of Integrated Studies
Hospitality & Tourism Management and Psychology
Charleston, South Carolina
May 2023

CAREER GOAL

Utilize my Integrated Studies degree in Hospitality & Tourism Management and Psychology to join, contribute and grow with a successful business organization.

WORK EXPERIENCE

House Manager & Personal Assistant

The Robinson Family Mount Pleasant, SC Jan 2021 - Present

Manage all daily activities within household and provide personal assistance to family.

- Attain strong time management and organization skills by creating and prioritizing day to day household duties and schedules.
- Demonstrate leadership by acting as the point person for all household maintenance appointments.
- Utilize attention to detail by maintaining a weekly budget for household expenses, groceries, pet care and any additional purchases per their request.

Senior Server, Hostess and Cashier

Sesame Restaurant Mount Pleasant, SC Sept 2022 – Present

Provide high level of customer service in a high volume and fast-paced environment.

- Master multiple POS Systems to successfully process orders and payments with accuracy.
- Demonstrate leadership skills and encourage teamwork among coworkers.
- Develop interpersonal and efficient serving skills.

After-School Program Instructor

Charleston Taekwondo Mount Pleasant, SC Aug 2021 – Mar 2019

Provide leadership and guidance to groups of young children

- Guided after school extracurricular activities for a group of 30 elementary students
- Demonstrated strong study skills and assisted with daily homework assignments

Seasonal Assistant

Chesky Horse Farm Simpsonville, SC 2008 – 2013

Provide support services to the horse farm and summer camp attending summer camp and to the horse boarding business

- Developed strong disciplinary skills while assisting with summer camp programs and support to the campers
 - Strengthened my knowledge of owning and caring for horses: grooming, feeding, and riding
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CORE COMPETENCIES

PROFESSIONAL

Service operations management
Customer service skills
Leadership & teamwork driven
Fast learner
Consistently reliable
Efficient with multitasking

TECHNICAL

Cvent Student Certification
Restaurant POS Systems
Microsoft Excel
Microsoft Word
Social Media Marketing
Adobe Creative Suite
