

Sample I. Hannah

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Innovative ✧ Resourceful ✧ Industrious

*Efficient; Thorough; Skilled
in customer service,
organization and attention-
to-detail.*

✧

*Innovative problem solver
who focuses on finding
comprehensive solutions.*

✧

*Outstanding interpersonal
skills.*

✧

*Successful at resolving
customer, as well as,
organizational problems in a
timely and appropriate
manner.*

✧

*Demonstrated ability to
work independently or as a
member of a team.*

✧

*Accomplished at
communicating with people
of diverse skills, background,
ethnicity and perspectives.*

✧

*Dedicated to
maintaining a
productive learning
process.*

Qualification Highlights

Dynamic professional with a varied background in multiple professions. Outstanding problem-solving and decision-making abilities. Precise communication skills with the ability to connect with people of all backgrounds and walks of life.

Professional Experience

MANAGEMENT EXPERIENCE

- ◆ Managed self- owned/operated massage business while maintaining solid clientele. Also worked as contractor, managing scheduling, reports, etc.
- ◆ Provided office management for high-paced catering business. Skilled in developing vendor relations, ordering, staffing schedules and payroll. Proficient in Microsoft Office applications, including: Word, Excel, Outlook, Publisher and Power Point.
- ◆ Supervised 15 employees in a restaurant environment, including servers and kitchen staff. Provided oversight for restaurant operations at mealtimes.

SERVICE EXPERIENCE

- ◆ Refined customer service skills gained from years of providing massage therapy and filling food service positions.
- ◆ Skilled at developing clientele relationships/resolving customer problems.

COMMUNITY PROGRAMS EXPERIENCE

- ◆ Worked as a house advisor for a NPO, grant-funded shelter for teenaged, homeless mothers. Developed in-house educational opportunities and enforced rules and regulations.
- ◆ Participated in a Girl Scout pilot program working with at-risk, pre-school aged children on motor skills and self esteem development.

Employment Sketch

MASSAGE THERAPIST | Self Employed; Anywhere, CO and Illinois | 2004 – present

MASSAGE THERAPIST | Work Out Center; Sample, CO | 7/05 - 11/06

LITTLE SCOUTS COORDINATOR | Girl Scouts; Anyplace, IA | 9/04 - 4/05

SERVER / SUPERVISOR | ABC Catering and Café; Anyplace, IA | 5/03 - 7/04

HOUSE ADVISOR | The Conference Center; Sample, WA | 9/01 – 3/03

OFFICE MANAGER | Sample Catering & Special Events; Sample, WA | 9/01 - 7/02

SERVER / BARTENDER | Mainly Any; Sample, IA | 99-5/01

ASSISTANT MANAGER / SERVER | Bridgevilles Restaurant; Anyplace, IA | 96–99

Educational Background

CERTIFIED MASSAGE THERAPIST | Sample Holistic School of Healing; Anyplace, IA

- ✧ Knowledge of Shiatsu, Swedish, Reiki, Aromatherapy, Crainosacral therapy, reflexology, energy work, and nutrition. 500 Clinical hours.