

Katelynn Morgan Coleman
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Career Objective

To obtain a position to build my knowledge and skill set while attending school.

Computer Knowledge

- Knowing Office Package:** Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint and Microsoft Outlook Express.
- Knowing Operating Systems:** Windows9X, Windows2000, Windows ME, Windows XP and Windows Vista.

Academic Background And Achievements

- License in cosmetology
- Guard card obtained
- Achieved in General Studies from Chaparral High School, Temecula, CA, in the year 2009.
- Graduated from College Mount San Antonio College
- Currently attending Clark Atlanta University majoring in Sociology with a minor in Business Administration.

Professional Excellence Summary

- More than 10 years experience in Hospitality and Customer Service
- WPM 65
- Proven proficiency in personnel supervision, worker training and innovative ability in application, expansion, problem description and solutions, and the capability to administer working teams.

EXPERIENCE:

Levy (Mercedes Benz Stadium): Suites Runner

As a suites runner it is my responsibility to make sure the suite attendants have everything they need for the incoming guests. I run back and forth between the suites and the main kitchen. Not only do I run to the kitchen I go to different departments to obtain the necessary supplies, food, beverage, or equipment.

Louisiana Bistreaux: Server/Waitress

At Louisiana Bistreaux my role was a server but beyond that I also provided customer service. I made sure my customers were happy at any cost. I made sure their meals were correct with any and all modifications and made sure they had no allergies. If the patrons had allergies I made sure to alert my manager and/or the kitchen staff. I also was well versed in the menu to make sure I had suggestions or answers to questions about the menu and its dishes.

8-21-23/1-4-24 American Grill Waitress/ Server/ Expeditor/ Prep Cook

At American Grill I go above and beyond the job description ensuring that all customers are satisfied to the best of my abilities. I do this by providing a wholesome environment open to suggestions and criticism to ensure the best service.

5-29-23/8-17-23 BAS Security- Security Professional

My duties at BAS Securities were to protect people and property. Also to insure only residents permitted the property.

2-20-20/3-17-23 Allied Universal Security- Security Professional

At Allied Universal my duties were to protect people, property and assets for the clients, while providing exceptional customer service.

2-28-19/ 1-2-20 Amazon Fulfillment Center Process Guide

3-13-18/1-31-19 Walmart Distribution Center Team Leader

09-11-17/10-16-18 Mia Bella Hair Studio

Manager/Salon Coordinator

12-07-16/8-31-16 SHEIN

Marketing/Media Consultant & Photographer

3-18-13/11-21-14 Cecil Hotel
Service

Front desk Customer

9-7-12- 3-15-13 Forever 21

Sales Associate

1/12/11-10/30/11 Wilshire Grand Hotel Concierge

REFERENCES

Rowan Harvey

Brittney

Eric

Osaf Managers:

Company: Louisiana Bistreaux

Years Known: >1

Contact number: (404) 941-9545

Relations: Manager

Abed C.E.O.:

Company: American Grill

Years Known: >1

Contact number: (858) 354-5228

Relation: Owner

Brian Silverman- C.E.O.

Company: BAS Security

Years Known: <1

Conract Number: (760) 297-0227

Relation: Manager

Abed- C.E.O.:

Company: American Grill

Years Known: <1

Contact Number: (760)448-1964

Relation: Manager

Anthony Moutlrie-C.E.O.:

Company: Party Place inc.

Years Known:3

Address: Caldwell ave. , Compton, CA

Contact Number: 310-259-0084

Relation: Manager