


MEGAN ALLISON GARCIA

CONTACT

 (818) 486 - 6776

 meganallisongarcia@gmail.com

 Chicago, Illinois

EDUCATION

- **Olivet Nazarene University, IL**
 - Completed B.S. in Hospitality Management; Minor: Business Admin.
- **College of the Canyons, CA**
 - 2019 - 2021: Business Administration + Interior Design
- **Santa Monica College, CA**
 - 2015 - 2019: Nursing

SKILLS

- Adaptability
- Time management
- Conflict resolution
- **Scheduling/Communication:** Google Calendar, Zoom, Microsoft Teams, Slack, GroupMe
- **Project Management:** AutoCAD, Microsoft Office 365: Word, Excel, Powerpoint, Canva

REFERENCES

- **Mindy Tinoco**
Warner Brother's Studios
Production Supervisor
Phone: (619) 315-1070
Email: mindyt0926@gmail.com
- **Kelsey Post**
Kankakee County Chamber of Commerce
President & CEO
Phone: (815) 383-8554
Email: kelsey.post@kankakeecounty-chamber.com

PROFILE

Motivated professional with a strong background in customer service who values customer satisfaction. Effectively manages conflict and thrives in team settings. Dedicated to creating positive experiences for all clients, customers, and guests.

WORK EXPERIENCE

Brand Ambassador

AUG 2023 - AUG 2024

Stafftacular | Chicago, Illinois

- *Pepsi BA:* Actively engaged with customers with the goal to build brand awareness and loyalty through distributing product and samples as well as providing information on beverage, attending city-wide events and B2B marketing.
- *LiveNation BA:* Accurately reported and gathered valuable data about customer experience and opinions on Chase Bank lounge for VIP guests at Lollapalooza music festival through surveys and interviews. Met daily quota before end time.
- *Tidal Wave Auto Spa BA:* Promoted grand opening of company by connecting with small businesses around town verbally informing staff with excellent communication on company services and promotions.

Student Events Coordinator, Event Staff

AUG 2022 - MAY 2024

Olivet Nazarene University | Kankakee, Illinois

- Served in leadership as Student Events Coordinator of the Multi-Ethnic Student Services club, where I coordinated and executed successful campus wide events and increased attendance and membership by 40%.
- Selected to represent the organization at the Nazarene Student Leadership Conference in Boston, MA in 2023, attended leadership training to strengthen skills in communication, teamwork, and creativity.
- Worked closely along board members to schedule board meetings, prepare and plan for yearly events, and execute event planning and activities.

Production Food & Beverage Catering Assistant

OCT 2020 - AUG 2022

The Beignet Truck | Los Angeles, California

- Prepared and served food and beverages for clients and crew for film productions, celebrity events, and company gatherings. Promptly tending to 150-500 people per event.
- Resolved customers concerns and complaints through quick and effective solutions resulting in customer satisfaction.
- Adhered to safe work practices, food safety regulations, and corporate guidelines.
- Maintained cleanliness and organization within workspace, organizing and restocking products needed for event day.

Production Assistant

MAY 2022 - AUG 2022

Warner Brother's | Los Angeles, California

- Assisted production supervisors in ordering and organizing production materials, guaranteeing deadlines and schedules were maintained in collaboration with teammates to support production activities.
- Developed creative solutions to prevent delays and missed targets for production material arrival and returns. Handled 100-150 delivery tasks per day digitally and hands on.
- Anticipated the needs of the crew to keep production running smoothly and on schedule providing food and beverage deliveries in a timely manner

Actor/ Background Actor

NOV 2019 - MAY 2023

Central Casting Los Angeles | Los Angeles, California

- Maintaining a consistent character and actions throughout takes.
- Roles played: Kitchen Staff, Cheerleader, Convention Attendee, Formal Event Attendee, Warehouse worker, College/high school student,
- Maintained good rapport with directors and casting services by reporting on location on time and ready for performance.
- Established and maintained positive relationships with co-actors and production crew.