

Keisha N. Hamilton

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512.740.4594

5501 Avenue F
Austin, TX

"Live as if you were to die tomorrow. Learn as if you were to live forever" ~ Gandhi

OBJECTIVE:

Ascertain a part-time position where I can utilize my extensive customer service skills, as a team player and asset to your company.

JOB HISTORY:

Event/Catering Contractor

Self-Employed

Austin, Texas 78751

Dec 2009 to Present

- Server/bartender
- Event coordination
- Client satisfaction

Bartender/Server - *Closed*

Hickory Street Bar and Grill

Austin, Texas 78701

Jan 2011 to Nov 2011

- Customer service
- Money management
- Detail oriented

Bartender/Server - *broken ankles*

Blue Dahlia

Austin, Texas 78702

Jun 2007 to Jul 2009

- Menu development
- Leadership/ Teamwork
- Efficiency in high volume business

Assistant manager/Bartender/Server

Freddie's Place

Austin, Texas 78704

Jul 2005 to Jul 2007

- Staff support
- Problem solving
- Inventory

Party Coordinator/ Administrative

Assistant

South 40

Austin, Texas 78702

Mar 2002 to Feb 2004

- Coordination of client events
- Marketing and promotion
- General Office duties

AREAS OF EXPERTISE:

- Managerial/Leadership skills
- TABC/ Food Handler Certified
- Reliable transportation
- Skilled in high volume business
- Multi-tasking personality
- Data/Records maintenance
- Strong teamwork skills

- Inclusive, flexible, creative
- Strong verbal communication
- Proficiency in Microsoft Office
- Resourceful, efficient, orderly
- Client assessment & analysis

EDUCATION:

- **Texas State University**
BSRA, College of Education
Recreational Therapy/Administration
San Marcos, Texas
Graduate August 2013
- **Austin Community College**
Austin, Texas
General Studies
Concentration in Health Education
- **St. Amant High School**
2000 Graduate
St. Amant, Louisiana

PROGRAMMING/VOLUNTEER EXPERIENCE:

- Volunteer, Fieldwork: Gracy Woods Assisted living and rehab, Current
- Programmed: New Braunfels - Alzcare Halloween Event 2012
- Programmed: 2nd Annual Thru-the-Chute hosted by New Braunfels Park & Rec Department
- Programmed: Sensory Integration Fair at Rosedale Elementary 2012
- Programmed: YMCA adaptive aquatics classes 2012
- Volunteer: Fun Fish Friday 2011, local elementary students
- Volunteer: Kyle Spring Carnival 2010
- Volunteer: Wheelchair Basketball Tourney hosted by TSU 2010
- Volunteer: Haiti Amputee Soccer Tourney 2010

AFFILIATIONS:

- American Camp Association 2012
- Adaptive Sports Club, Historian 2012
- Association of Recreation Enthusiast
2011-Current
- Texas Parks and Recreation Society
2010-Current
- Association of Recreation Majors
2010

References

Emily Haggard
254-493-5441
emilee.haggard@gmail.com
Former Supervisor
Hickory Street Bar & Grill

Allie Thomas MSRLS, CTRS
Kc37@txstate.edu
Fieldwork & Internship Coordinator
Texas State University

Kelly Ahlgren
512-768-6823
Ahlgren.kelly@gmail.com
Regional Sales Director at Renew
Data Corp.



Approved Provider 535-608



CERTIFICATE OF ACHIEVEMENT

This is to Certify that

Keisha Hamilton

has successfully completed the

Texas Food Handler Safety - English

June 10, 2013

Kelly Bailey

Authorized Signature

Diversys Learning, Inc. - TXDSHS License # 66
1101 Arrow Point Dr. #302
Cedar Park, TX 78613

Certification Number: 32479

Expiration Date: 06/10/2015