

# Keisha N. Hamilton

Keisha\_Hamilton@rocketmail.com  
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 - born on the

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 Braunsfel -Alzcare Halloween Event 2012
- Programmed: 2nd Annual Thru-the-Chute hosted by New Braunsfel 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

Certification Number: 32479

Expiration Date: 06/10/2015

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