

Brianne Santa-Donato

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Objective: To obtain an entry level position where skills in communications, public relations, and event planning can be utilized.

Education

Bachelor of Arts in Communication, Arizona State University; Hugh Downs School of Communication, 2013

Coursework

- Public Management and Administration
- Interpersonal Communication
- Public Speaking
- Special Events Management

Work

Waitress, Rye Bar&Grill, Rye, New York August 2011-December 2012. Developed interpersonal skills essential to any job in the advertising and sales industry, check with customers to ensure that they are enjoying their meals and take action to correct any problems, coordinated with other wait staff members to provide team oriented service

Assistant Bartender/Counter Person, Abatino's Cafe, White Plains, New York December 2009-June 2011. Developed interpersonal skills essential to the job, answered phones, took orders, worked register, poured drinks, served customers sitting at bar

Hostess, Sadie Kitchen & Lounge, Hollywood, CA August 2013-Present. Create a welcoming & warm surroundings for guests, responsible to greet patrons and guests, seat them at a suitable table as well as to support the food servers and bus attendants as required along with any additional duties as assigned by a the management

Catering Server/Bartender, City Chick - Catering & Personal Chef Service, August 2013-Present. Responsible for positive guest interactions while serving guests in an efficient manner, set up and break down of event, maintain all equipment & facilities, maintain safety & cleanliness, serving of food and drinks, mix and pour cocktails

Counter Person, Silver Lake Cafe, Silver Lake, New York September 2007-August 2008. Took in-person orders and phone orders, worked register, prepped kitchen & chef's materials, maintained seating area, assisted with food prep

Experience

Proprietors LLC, Social Media & Events Intern, Los Angeles, CA, August 2013-Present. Manage Facebook, Twitter, & Instagram, for two Los Angeles restaurants - The Tasting Kitchen (Venice, LA) & The Parish (Downtown LA), promote the cuisine, cocktails, & space through social media branches, assist with production of events held within the restaurants, remain in close contact with restaurant chefs, GM's, & event coordinator to be up to date on daily restaurant life

Ahwatukee Foothills Chamber of Commerce, Communications&Events Intern, Chandler, AZ, January 2013- May 2013. Maintain chamber website and social media branches, organize, promote, and attend company and client events, expose local businesses with an article in the Ahwatukee Foothills News, write press releases for numerous events, groups, people, etc

Skills

Experience in Aloha, Open Tables, restaurant computer software, Micros POS, Mac, PC, Excel, Word, Outlook, Publisher, Constant Contact, and all social media channels. Excellent written and verbal communications skills. Public speaking and organizational experience.