

server

Emily G. Smith

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Objective:

To utilize my knowledge, skills and attributes as a team player; while expanding my experiences in different avenues of service for the growth and development of the Acrobat Outsourcing Company

Work Experience:

Server, Mike's Clam Shack, Wells, ME 6/2002-10/2013

- o Served food and beverage in a large, high volume and fast pace seasonal restaurant
- o Multitasked while meeting customer's needs and server responsibilities: stocked kitchen and dining room daily; changed chowder pots; refilled bread and ice; prepared salads and desserts
- o Selected by owner to serve large private parties and bus tour groups of 50+ individuals
- o Key player in restaurant expansion; traveled to new location; assisted, managed and trained new employees; took inventory for owner
- o Liaison between current and innovative ways to improve service and restaurant performance

Server, Chunky's Movie Theater and Pub, Sanford, ME 9/2000-5/2002

- o Performed customer service duties; took orders; delivered food and beverage
- o Additional responsibilities included: handling money; working with POS system; cleaning theater

Internship/Field Experience:

Behavioral Specialist, Counseling Services Inc, Children's ACT Team, Biddeford, ME 9/2010-5/2011

- o Gained experience as a BHP and clinician, while providing mental health services for children and their families to improve functioning in the home, school and community
- o Provided individual and family therapy; case management; crisis stabilization; behavioral management; school-home coordination; parent and family support; attended IEP meetings and provided psychoeducation treatment for trauma survivors
- o Developed treatment plans; conducted assessments, referrals and discharge planning

Behavioral Specialist, Camp Ketcha-Leadership Adventure Corps, Scarborough, ME 9/2009-6/2010

- o Assisted at risk youth within the DOC, through empowerment and development of leadership skills; provided support and tools to help with recognition and action within their behavior
- o Monthly participation such as: individual meetings, group meeting, and outdoor adventure trips; where rock climbing, mountain biking and hiking were used to expand personal experiences

Community Service, Campus Clubs, Academics Committee:

Mission Impossible Teen Center, Westbrook, ME 2/2006-5/2006

- o Assisted adolescents with daily issues and stressors while teaching coping mechanisms

Westbrook Community Housing Center, Westbrook, ME 2/2005-5/2005

- o Mentored children (k-6) to develop short and long term goals for a better future

Food Pantry, Westbrook, ME 9/2004-12/2004

- o Collected food items for local families while reviewing efficient spending and consuming

Psychology Club member (treasurer, 2006) 2003-2006

- o Attended several psychology conferences to further my knowledge and gain experience

Secretary of Student Senate 2006

- o Met weekly to discuss and address student life, academics, food and housing

Education:

2008-2011 University of New England, Portland, ME, Masters of Social Work, 3.92 GPA

2002-2006 St. Joseph's College of ME, Standish, ME, BA Psychology, 3.16 GPA