

# Jill V. McNutt

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## EDUCATION

2008-2012	<b><u>California State University, Fullerton</u></b> BA in Communications- Emphasis in Entertainment ▪ <i>Golden Key International Honour Society, Dean's List, and Captain of CSUF Hip-Hop Team</i>	Fullerton, CA
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## EXPERIENCE

2011-2014	<b><u>ESPN Zone (Disney Corporation)</u></b> Server ▪ Multitask and Manage up to 7 tables at a time ▪ Communicate and work as a team with other Cast Members and Managers ▪ Provide exceptional customer service to each and every guest	Anaheim, CA
2013-Present	<b><u>BeSpun</u></b> Assistant/Front Desk for Leigh Ann Orsi ▪ Run errands and manage schedule ▪ Answer phone calls ▪ Make sure all students sign in for class, manage money and students accounts	Hollywood, CA
2012-2013	<b><u>NBC Universal</u></b> Corporate Partnerships and Licensing Intern ▪ Competitive research and attend status meetings ▪ Look for potential product placement for our clients in Universal films	Universal City, CA
2011	<b><u>Bouchon Bistro</u></b> Host/Reservationist ▪ Memorize VIPs notes and preferences ▪ Seat guests at tables and present their menus ▪ Make, confirm, and cancel reservations and navigate through OpenTable	Beverly Hills, CA
2008-2011	<b><u>Jamba Juice (Disney Corporation)</u></b> Team Member ▪ Work as a team with other members to ensure productivity ▪ Upsell to every customer to increase attachment rates to 40%	Anaheim, CA
2006-2010	<b><u>City of San Diego</u></b> Dance Teacher ▪ Taught tap and jazz dance classes ▪ Managed money for costumes and class tuition	San Diego, CA

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## REFERENCES

Leigh Ann Orsi – Owner and Manager of BeSpun	(310) 770-5629
Steven Zuniga- Assistant General Manager at ESPN Zone	(714) 300-3776
Andrea Feier –Director of City of San Diego Dance Department	(619) 379-0034