

Eileen Ollivier

851 32nd Avenue, San Francisco, CA 94121, (805) 341-3711, eileen.ollivier@gmail.com

Education

University of California, Berkeley

B.A. Peace and Conflict Studies; concentration in conflict resolution. Honors, 3.7 GPA
Thesis: Conducted surveys in Oakland in order to study gentrification and food access.

Fall 2014 – Spring 2016

Moorpark College

Specialized courses in Political Science and French. Dean's List, 3.8 GPA

Fall 2011 – Spring 2014

Skills and Summary of Qualifications

- Extensive knowledge of French, Italian, and Californian wines
- Craft cocktails, spirits, beers, and wine knowledge
- Catering and event coordinating experience of 500+ attendants
- Aloha POS system
- Bilingual in French and English

Work Experience

Program Director

YWCA Berkeley/Oakland, *Berkeley, CA*

August 2016 – Present

- Plan and coordinate community programs, determine needs and interests of community for potential programs.
- Expand development of brand awareness and online reputation.
- Meeting with local and state representatives in order to maintain policy agenda.
- Develop and administer all aspects of programs includings, records, statistics, evaluations, and forward planning.

Administrative Assistant

August 2014 – June 2016

YWCA Berkeley/Oakland, *Berkeley, CA*

- Perform data entry and monitor databases using FileMaker Pro software and MindBody CRM system.
- Collaborate with students and donors in organizing non-profit events such as Week Without Violence, The Annual Giving Project, Shadow Day, and the YWCA World Breakfast.
- Training incoming staff.
- Bartend at fundraising events accommodating 500 + attendants. .

Server and Food Runner

March 2015 – April 2016

Oliveto, *Oakland, CA*

- Running food from kitchen to tables, and communicating with kitchen staff and front of the house.
- Providing friendly customer service and hospitality.
- Maintaining menu knowledge, along with wine and spirits knowledge, and providing exquisite food and beverage recommendations.
- Extensive knowledge of French and Italian cuisine and wine.
- Managing Aloha database.
- Serving and running food for on site catering events accommodating 75 + attendants.

Server and Bartender

October 2011 – August 2014

Roma Deli, *Newbury Park, CA*

- Managing bar and maintaining correspondence with alcohol distributors.

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- Running food from kitchen to tables, and communicating with kitchen staff and front of the house.
- Bussing tables and seating guests when needed.
- Thorough knowledge of craft cocktails, wine, beers, and spirits.
- Extensive knowledge of French and Italian cuisine and wine.
- Managing Aloha database and performing outstanding guest service.

Lifeguard

Conejo Valley Parks and Recreation, *Thousand Oaks, CA*

May 2011 – September 2011

- Created and implemented swimming curriculum for children from ages 2 – 14.
- Guarded the pool and remained vigilant and attentive.

Leadership

- Student Leadership Board YWCA Berkeley/Oakland
- Campaign Intern at Adult Use of Marijuana Act
- UC Berkeley course facilitator in Social Welfare Department
- Sigma Alpha Pi Leadership Honor Society, UC Berkeley Chapter
- Phi Theta Kappa Honors Society, Moorpark College Chapter