



# Taylor Elizabeth Niven

## EDUCATION

12/2015 Bachelor in Journalism and Mass Communications  
*University of South Carolina Columbia, SC, GPA 3.89*

12/2015 Kappa Tau Alpha  
*National Honor Society in Journalism and Mass Communication*

10/2014 Certified in Bartending/Mixology  
*ABC Bartending School*

## EXPERIENCE

**Marketing Coordinator** 01/2016 to Current  
*The ART of Real Estate*  

- Videography and photography for real estate marketing campaigns.
- Developed and managed media marketing campaigns.
- Worked in team oriented client approach to real estate.
- Interacted with clients and assisted through the buying process.

**Independent Consultant** 10/2015 to Current  
*Rodan + Fields*  

- Direct marketing sales and representative of the national skincare company.
- Plan and host launch and business parties.
- Social media use for marketing and communications.
- Cared for active and potential customers and their needs.

**Bartender/Server** 06/2014 to Current  
*Liberty Tap Room & Grill*  

- Customer service work in a teamwork based dining environment.

**Promotions Intern** 05/2014 to 08/2014  
*iHeart Media*  

- Assist Promotion Director with promotion projects to include contacting contestant winners, request forms, create/process winner packets.
- Interacted and kept communication with listeners.

**Community Assistant** 12/2013 to 06/2014  
*University Oaks, American Campus Community*  

- Complete and manage resident leases and files. Tend to current resident needs.
- Uphold company's high-quality professional standards. Plan and organize community events.

**Customer Service** 08/2013 to 05/2014  
*Carrabba's Italian Grill*  

- Customer service work in a family based dining environment.

**Customer Service** 04/2013 to 08/2014  
*Fish Market Bar & Grill*  

- Customer service work in a fine dining environment.

**Customer Service** 02/2012 to 04/2013  
*Outback Steakhouse*  

- Customer service work in a customer oriented dining environment.

## CONTACT

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## OBJECTIVE

Enthusiastic, customer-oriented individual seeking a bartending or serving position with Acrobat Outsourcing. Offering extensive communication skills and an energetic and friendly personality to be utilized to maximize customer hospitality, comfort, and service.

## SKILLS

Highly organized, detail oriented with strong communications and leadership qualities. Strong client service skills, adept at establishing and enhancing rapport with clients and colleagues. Extraordinary time management skills with superior judgement and problem solving abilities.