

# CAREY GREINER

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## EDUCATION

University of Oregon – Eugene, OR Sept 2011 - June 2015  
Bachelor of Science Degree in General Social Science  
☐ Concentration: Applied Economics, Business and Society

## WORK EXPERIENCE

Food Service Attendant – Baby's Burgers – Santa Ana, CA Sept 2016- Feb 2017  
☐ Prepped and prepared food orders  
☐ Explained menu items to guests, then took their orders  
☐ Ensured consistently high levels of customer excellence at all times  
☐ Sold additional items, such as sauces, drinks and chips

Social Media Specialist – Hype Media Group – Long Beach, CA Oct 2015 – April 2016  
☐ Assisted creative direction and strategic planning for multiple clients' social media accounts  
☐ Coordinated projects from concept to completion  
☐ Collaborated with clients and team members

Caterer – University of Oregon Catering – Eugene, OR May 2014 – June 2015  
☐ Aided in the preparation, arrangement, and serving of catered events at the University of Oregon.  
☐ Served weddings, banquets and graduations.  
☐ Worked quickly and effectively in a team driven environment.

Ad/Pr Team Member – University of Oregon Duck TV – Eugene, OR Sept 2013 – Feb 2014  
☐ Instrumental in the organization of promotional events  
☐ Worked hands on to deliver important content through social media  
☐ Promoted brand awareness through customer engagement  
☐ Collaborated with leadership to achieve the best results

Administrative Assistant – SLT Law – Orange, CA June 2010 – Sept 2010  
☐ Greeted guests and answered phone calls  
☐ Filed papers according to specific clients  
☐ Transcribed letters

## SKILLS

- ☐ Self-motivated and take initiative, team work and cooperation
- ☐ Organization, attention to detail, strong interpersonal skills
- ☐ Banquet Serving
- ☐ Adaptability and eagerness to learn quickly
- ☐ Time Management
- ☐ Goal Oriented