

CAREY GREINER

careygreiner@gmail.com ◆ (714)-878-5222

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