

Eric Woolworth

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HIGHLIGHTS OF QUALIFICATIONS

- ** A patient listener who fully focuses on speakers and understands a variety of accents.
- ** Organized and detail-oriented; knack for understanding procedures and logistics.
- ** Strong skills in time management, prioritizing tasks, and meeting deadlines.

RELEVANT EXPERIENCE

Communication & People Skills:

- ** Consistently maintain a positive attitude and enjoy helping people.
- ** Articulate and very effective working with people of different backgrounds and temperaments.
- ** Accurately remember and verbally communicate detailed information.
- ** Exceptional command of the English language with strong written and transcription skills.
- ** Cooperatively work with others to produce and deliver required work.

Organization & Time Management:

- ** A problem solver who quickly understand complex situations and turns them into manageable tasks.
- ** Produce quality work even when under extreme pressure.
- ** Proven ability to understand and follow complex instructions to successful conclusions.

EDUCATION & CERTIFICATIONS

Sonoma Valley High School, Sonoma, CA, 2002-06
Santa Monica College Marketing Degree 2008-2010

WORK HISTORY

- Roche Winery
- Sonoma Golf Club
- Bel Air Country Club
- Central Casting
- Ledson Winery
- Disneyland Resort
- Best Beverage Catering
- BJ's Brewhouse