

JANET MESICK
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1356 Canyon Side
San Ramon CA 94582
(831)383-3942

EXPERIENCE INCLUDES

- * Excellent Customer Service skills
- * Proficient user Microsoft Word & Excel
- * Keyboard speed 80+ words/minute
- * Multi-task Orientation
- * Outlook and Internet proficient
- * International Travel arrangements
- * Transcription / Meeting Minutes
- * Purchasing / Supply Procurement
- * 10-key by touch
- * Scan & Photoshop
- * Contract Administration

EMPLOYMENT HISTORY

October 2015 – April 2017: Sales Coordinator, Inns of Monterey / Portfolio Hotels and Resorts; positioned in the Group Sales Office in support of four management team members in charge of group booking four distinct upscale properties. Utilize five software programs on a daily basis and handle incoming phone lines / inquiries.

September 2015 – May 2017: Associate, Office Team, Monterey; placement covered two consecutive seasons in the box office at the annual Monterey Jazz Festival as well as assignments services at the Monterey Bay Aquarium and historic landmark designated Asilomar Conference Center, Pacific Grove.

May 2011 – Present: self-employed Online Bookseller; offering non-fiction works on art, architecture, history and travel. Handle all aspects of personal business including photography, Photoshop, online listings, customer engagement, packaging, and bookkeeping.

May 2011 – Present: self-employed Online Bookseller; offering non-fiction works on art, architecture, history and travel. Handle all aspects of personal business including photography, Photoshop, online listings, customer engagement, packaging, and bookkeeping.

October 2011 – December 2015: On-call Front Desk Agent, Inn at Oyster Point, South San Francisco; a small boutique-style hotel located three miles from San Francisco International Airport. Responsible for guest services as well as concierge duties. Complete reservations and assist in train of new hires. Front desk cash reconciliation.

April 2013 – March 2015: Brand Ambassador, Natural Solutions Demo; representing client(s) at retail locations such as *Whole Foods* market throughout the greater San Francisco Bay area.

January 2008 – May 2011: Assistant General Manager / Director of Sales, Inn at Oyster Point, South San Francisco; full-time split position overseeing corporate accounts, group bookings, management reporting, supervision of front desk staff and drivers / porters.

April 2006 – January 2008: Hotel / Reservations Manager, The Faculty Club, University of California, Berkeley; a private club on campus for faculty, alumni and invitees and a 1902 national historic landmark. Interacted with departmental personnel, alumni, visiting scholars, speakers and more. Supervised front desk and housekeeping staff.

April 2003 – April 2006: Front Office Manager, Inn at Oyster Point, South San Francisco; promoted from **Front Desk Agent** position held *December 2002 – April 2003*. Handled direct bill accounts, travel agent commissions, training modules and other support functions.

EDUCATION

- * BA, Sociology: University of California, Los Angeles
- * Current student, Bauman College, Northern Calif.

PERSONAL

- * Fourth generation California native born and raised in the San Francisco Bay Area
- * Traveled extensively in the United States, Europe, Canada, Mexico, Brazil
- * Conversant in basic Spanish language

REFERENCES AVAILABLE UPON REQUEST