

JONNISE ATWATER, MBA
(404) 590-5893

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SUMMARY OF QUALIFICATIONS

Strongly reliable business professional with twenty-two years of experience within the nonprofit and for-profit sector. Adept within business management, event marketing, financial services, human services, media management and sales industries. Proficient team player who can also function well independently with little to no supervision.

SKILLS

*Analytical Problem Solver	*Client Development	*Consulting
*Customer Service	*High Written & Oral Communication	
*Management Collaboration	*Marketing	*Microsoft Office Suite
*Research Analysis	*Sales Experience & Training	*Self-Motivated
*Staff Training & Development	*Talent Assessment & Acquisition	*Teaching

PROFESSIONAL EXPERIENCE

JONNISE ATWATER

Marietta, GA

INDEPENDENT CONTRACTOR

January 2014 - Present

- Event Marketing for various companies (i.e. newspaper subscriptions, home improvement, health & life insurance) in which I coordinate events, meetings and trade shows by identifying, assembling, and organizing requirements; establishing contacts; developing schedules and assignments; managing mailing lists to ensure event success.
- Administer Arts Telesales for various Nonprofits in Theater & Symphony by being responsible for making cold calls to potential customers to generate sales and meet cross-organizational sales goals.
- Provide Customer Service for health care provider by answering incoming phone calls from customers and identifying the type of assistance the customer needs (i.e. benefit and eligibility, billing and payments, authorizations for treatment and explanation of benefits (EOBs).
- Door to Door Sales Representative for various products and services such as health and life insurance, home improvement, fashion and beauty products to residential and business customers.

ATWATER FINANCIAL FIRM

Marietta, GA

TAX PREPARER & LIFE AGENT

October 2013 - January 2016

- Evaluate and explain tax issues with clients in order to minimize tax liability.
- Prepare tax returns in a timely and orderly fashion to keep clients compliant with their tax obligations.
- Consult with clients regarding their financial wellness analysis, providing tools to assist them and their family.
- Recruit and train agents to be effective and efficient tax preparers and life agents.

ATWATER CONSULTING FIRM

Marietta, GA

BUSINESS CONSULTANT

May 2010 - June 2017

- Responsible for advising as well as formulating marketing strategies in order to help launch clients' products and services effectively.
- Research consumer behavior and preferences to create the most favorable strategic results while meeting consumer needs.
- Identify client's business concept and implement with a business plan, financial strategy and marketing plan.
- Develop content for Blogs, Facebook, Instagram, Linked IN, and Twitter.

Name _____

Score 7 / 35

Servers Test

Multiple Choice

X C

1) Food is served on what side with what hand?

- On the left side with the left hand
- On the left side with the right hand
- On the right side with the left hand
- On the right side with the right hand

X b

2) Drinks are served on what side with what hand?

- On the left side with the left hand
- On the left side with the right hand
- On the right side with the left hand
- On the right side with the right hand

X _____

3) Food and drinks are removed on what side with what hand?

- On the left side with the left hand
- On the left side with the right hand
- On the right side with the left hand
- On the right side with the right hand

✓ a

4) What part of a glass should you handle at all times?

- The stem
- The widest part of the glass
- The top

✓ d

5) When you are setting a dining room how should you set up your tablecloths?

- Neatly and evenly across the tables
- The creases should all be going in the same directions
- The chairs should be centered and gently touching the table cloth
- All of the above

✓ d

6) If you bring the wrong entrée to a guest what should you do?

- Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
- Inform the guests that you will bring the correct entrée once everyone else in the dinning room is served
- Try to convince the guests to eat what you brought them
- Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

Match the Correct Vocabulary

X a Scullery

X g Queen Mary

X e Chaffing Dish

 f French Passing

X b Russian Service

✓ f Corkscrew

C h Tray Jack

- Metal buffet device used to keep food warm by heating it over warmed water
- Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)
- Used to hold a large tray on the dining floor
- Area for dirty dishware and glasses
- Large metal shelving unit for prepared food to be held or for dirty trays to be stored
- Used to open bottles of wine
- Style of dining in which the courses come out one at a time