

# Emily Lovejoy

elovejoy@mail.niagara.edu

---

## **EDUCATION**

**Niagara University** - Lewiston, New York  
Bachelor of Science: Hotel & Restaurant Management  
Concentration: Luxury Hospitality Operations

Expected Graduation: May 2019

## **WORK EXPERIENCE**

### ***Breakfast Hostess***

Hampton Inn

May 2016 - Current  
Elmira, New York

- Responsible for delivery intake
- Maintained breakfast operation during open hours
- Responsible for tear down and organization of the breakfast area
- Cleaned dishes/dining room daily
- Completed basic Hilton employee training

### ***Sales Clerk***

Geroulds Pharmacy

May 2013 - January 2016  
Elmira, New York

- Assisted in processing of prescriptions
- Attended to customers
- Helped to retrieve medications
- Placed orders on shelves
- Placed orders for maintenance of Pharmacy

## **LEADERSHIP EXPERIENCE**

- Town of Elmira Concessions *Manager*

## **HONORS AND AWARDS**

- Top 20% in high school class of 547
- Peer Mediation and Conflict Management training
- Niagara University Dean's List, 2015-Present

## **ACTIVITIES**

**Niagara University Club Managers Association of America**, *Member*      September 2016

- "The Club Managers Association of America advances the profession of club management by fulfilling the educational and related needs of its members."

## **SKILLS**

### **Computer skills**

- Microsoft Office (Word, Power Point, Excel)

*References Available Upon Request*