

FAITH MOENICH

fmoenich@mail.niagara.edu

EDUCATION | **NIAGARA UNIVERSITY**, LEWISTON, NY
MAJOR: B.S. HOTEL AND RESTAURANT MANAGEMENT
CONCENTRATION: LUXURY HOSPITALITY OPERATIONS
GPA: 3.56/4.00 Expected Graduation May 2017

SKILLS & CERTIFICATION | ServSafe Food Handler Certified, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Microsoft Access, Social Media (Facebook, Twitter, Instagram).

EXPERIENCE | **COMMUNITY ADVISOR**, NIAGARA UNIVERSITY
AUGUST 2015-PRESENT

- Plan, execute, and evaluate educational and social programs on my floor and in residence halls.
- Manage a residence hall floor with a diverse population of students.
- Provide paraprofessional counseling on various personal and academic issues.
- Perform various administrative duties such as inventories, health and safety inspections, guest sign-in, and roster checks.
- Participate in an on-call rotation to conduct nightly rounds of a residence hall and enforce university policy.

SODA GRILL SHIFT SUPERVISOR/BANQUET SERVER
THE COUNTRY CLUB, PEPPER PIKE OHIO
MAY 2016-AUGUST 2016

- Supervise a staff of six in the making and preparing of food.
- Provide members of the club with excellent, world class service.
- Enter member billing information in the computer system JONAS.
- Perform opening and closing duties to make sure everything is ready for the next shift.
- Run the Soda Grill smoothly and efficiently along with handling any problems that may arise.
- Have an extensive knowledge of the current food and alcohol menus in order to answer any questions a member may have.

FRONT DESK AGENT
CLARION HOTEL, BEACHWOOD, OHIO
MAY 2015-MAY2016

- Checked guests into and out of the establishment, make sure paperwork and payments are in order.
- Answered the phone and speak to guests that may have an issue or need to make a reservation.
- Communicated with housekeeping to make sure rooms are prepared for the arrival of guests.
- Performed administrative tasks such as inventories, daily reports and paperwork, along with submitting orders for needed supplies.
- Ensured large groups have meeting space, transportation and anything else they may require during their time of stay.

LEADERSHIP AND ACHIEVEMENTS | Residence Hall Association: Vice President
Certificate of Excellence: Marketing of Hotels and Restaurants