

# Jennifer Viterise

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**Education:** **Niagara University** – Lewiston, NY  
Bachelor of Science – Tourism and Recreation Management, May 2018  
Concentration: Event and Meeting Management  
GPA: 3.83/4.00

**Experience:**

- 2/16-Present **The Buffalo Launch Club** – Grand Island, NY  
*Casual Dining Room Server/Banquet Server*
- Serves à la Carte dining and banquet events
  - Works in both formal and casual dining settings
  - Serves banquets ranging from 20-150 people
- 2/15 – Present **Niagara University Admissions Office** – Lewiston, NY  
*Tour Guide*
- Provide tours of campus for prospective students and families
  - Answer questions guests may have about university living, policies, academics
  - Attend accepted/perspective student events and promote Niagara University
- 5/16-9/16 **The New York Athletic Club** – Pelham, NY  
*Cabana Area/Youth Activities Supervisor*
- Designed and implemented the youth activities program at Travers Island
  - Directed activities for groups consisting of 50+ kids ranging in age from 3 to 16 years' old on a daily basis
  - Supervised a staff of 20 employees at the pool admissions and cabana area
  - Trained staff on Northstar POS system and ensured accuracy in member sales
- 6/13-12/15 **Outback Steakhouse** – Rochester, NY  
*Hostess*
- Directed guests to tables in the restaurant that were comfortable for them
  - Collaborate with other hostesses to be efficient
  - Planned ahead based on flow of customers
  - Responsible for training of incoming hosts to our location
- 5/15-9/15 **Travel Team USA** – Webster, NY  
*Intern*
- Created Marketing pieces for several local and national tournaments
  - Contacted/collaborated with hotels to set up room blocks for traveling teams
  - Helped create and edit databases of our teams for many different age groups/sports
  - Collaborated with TTUSA employees with day to day tasks and functions

**Extracurricular/Certifications:**

- Niagara University Club Managers Association of America, 2015-Present
- Niagara University Deans List: 2014, 2015
- ServSafe Certified (National Restaurant Association) Expires May 2019
- CPR/AED Certified (American Heart Association's Heart Saver Program) Expires February 2018
- Vice President/Secretary of Women's Club Soccer at Niagara University, 2015-Present
- Event Committee Member of Public Relations Student Society of Niagara University, 2015-Present
- Member of Delta Epsilon Sigma National Honor Society for Catholic Colleges and Universities

*References Available Upon Request*