

## Kailey Torres

(415) 259-7150 | kktorres11@yahoo.com

### EDUCATION:

---

The University of North Carolina at Charlotte, Charlotte NC

Pre-Business Administration | Major: Finance

May 2024

Johnson and Wales University, Charlotte, NC

August 2020 - December 2021

### EXPERIENCE:

---

#### **Texas Roadhouse**, Concord, NC

*Hostess*

May 2022-Present

- Greet incoming and departing Guests warmly with a genuine smile and eye contact; escort them to assigned dining area; present menus; announce waiter's name
- Manage the flow of Guests into the Dining and Bar areas, and provide accurate wait times to incoming Guests if appropriate
- Answer incoming calls to the restaurant and provide appropriate service

#### **Marinwood Community Center**, San Rafael, CA

*Assistant Director*

Summer 2021

- Co-created weekly schedules, including themed activities
- Customer services, interaction with campers' parents
- Managed groups of counselors and children

*Camp Counselor*

June 2018 - March 2020

*After School Program Counselor*

August 2019 - March 2020

- Managed health and safety on a case-by-case basis
- Led campers throughout their daily activities
- Resolved camper arguments
- Created a safe and fun environment for campers

#### **Pottery Barn**, Larkspur, CA

*Visual Design Associate*

November 2020 - January 2021

- Customer service
- Register transactions
- Loading and stocking inventory

#### **Law Offices of George R. Tuttle**, San Rafael, CA

*As Needed Clerical Help*

2010 - July 2020

- Filed client billing, paid bills
- Organized library books, insert updates
- Photocopied as needed

### SKILLS:

---

- CPR, First Aid & AED certified 2018 - Present
- Computer skills
  - Microsoft Office
  - Google Docs
  - Social Media
    - Instagram
    - Twitter
    - Facebook

References available upon request