

BRITTANY SCHACHT

Phone: (516) 993-3133 | Email: schacht.brittany@gmail.com |
Address: 850 Quincy Street NW, Washington DC 20011

EDUCATION

JAMES MADISON UNIVERSITY

Bachelor of Science in Hospitality Management and Media Arts and Design
Minors: Creative Writing, Business

Harrisonburg, Virginia
Anticipated Graduation: May 2016

SUMMER STUDY ABROAD

Kensington, London
Summer 2012

EXPERIENCE

GRACE ESTATE WINERY

Assistant Manager

Crozet, Virginia
April 2015 – May 2016

- Greet guests, pour and describe wines.
- Offer wine club memberships and maintain positive relationships with members.
- Create and project the highest standards of hospitality and positive customer relations.
- Partake in managerial duties: opening and closing of the tasting room, effectively operating the POS system and handling routine transactions, assist in staffing and staff schedules.
- Train and support new tasting room associates.

EVENTS ASSISTANT

James Madison University Hospitality Management Themed Events

Harrisonburg, Virginia
February 2014 – February 2016

- Planned and executed a themed event from October 2015- February 2016 for 80 guests.
- Managed the event (56 person staff) as well as the supervisors and Hospitality Management Staff.
- Used problem-solving skills to avoid any conflicts that came up during the event.
- Supervised a themed event for 130 guests and 50 staff members.

THE BIG TOY BOOK SWEET SUITE EVENT

Events Assistant

New York, New York
August 2012 - Present

- Oversaw logistics of the event including the layout of the space/sponsors, and client set up and breakdown.
- Worked closely with the event planner and managed my own staff team.
- On camera appearances conducted interviews regarding client products.

ARAMARK, JMU DINING SERVICES

Extern

Harrisonburg, Virginia
February 2014 - May 2014

- Provided high service standards while maintaining service speed.
- Analyzed preparations for appearance, temperature, and portion size.

SOUTHARD COMMUNICATIONS

PR Intern

New York, New York
June 2013 – August 2013

- Promoted products while simultaneously marketing product promotions.
- Assisted in preparations for the Sweet Suite Event: Packaged client products to be shipped, created client disks.
- Operated social media platforms including Facebook page and Twitter handle.
- Created a Google webpage of client products and information.

MERMAID RESTAURANT

Bartender

Hewlett, New York
June 2013 – August 2013

- Highly skilled in mixing, garnishing, and serving drinks.
- Demonstrated ability to maintain, organize, stock, and clean bar area.

COMMUNITY SERVICE/ADDITIONAL ACTIVITIES

PHI MU SORORITY

Social Committee Member

Harrisonburg, Virginia
September 2011 – December 2013

- Assisted with the organization and implementation of social events, while managing organizations budget.

Intramural Committee Member James Madison University

Harrisonburg, Virginia
January 2014 – May 2015

- Assisted in preparing sport events for the fraternity members as well as finding other teams to participate.
- Assisted in marketing the events to gain participants.

MERCY HOUSE THRIFT SHOP

Volunteer

Harrisonburg, Virginia
November 2013- January 2014

- Sorted, organized, and deposited collected donations.
- Worked with staff to maintain professional atmosphere in the shop.

LATIN DANCE CLUB, JAMES MADISON UNIVERSITY

Secretary

Harrisonburg, Virginia
December 2011- September 2013

- Oversaw and planned activities for about 20 members each week.
- Managed communications, specifically between executive board and general members.
- Participated in weekly executive meetings to plan events.

ADDITIONAL INFORMATION

TIPS CERTIFIED

SERVSAFE CERTIFIED

ONLINE PORTFOLIO

PLEASE FOLLOW THIS LINK TO VIEW MY ONLINE PORTFOLIO: <http://brittschacht.wix.com/brittanschacht>