

Kimberlyn Stark
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WORK EXPERIENCE

2016 Summer Internship
The Ponte Vedra Lodge and Club Ponte Vedra Beach, FL

Completed a 12-week summer internship at The Ponte Vedra Lodge and Club that consisted of front desk agent training for the hotel and private club facility. Certain aspects of the job consisted of checking in and checking out hotel guests, writing up daily reports, assisting in creating summer activities designed to attract traveling families, interacting with members as well as booking/selling rooms.

2015 Summer Internship
The Republican Club of Capitol Hill Washington D.C.

Completed a 10-week summer internship at the Republican Club that included hands on training in all front of the house and back of the house operations. Specific duties included food preparation, catering sales and execution, inventory management, and membership development. Also participated in a detailed financial analysis of the monthly profit & loss statement specifically in the areas of cost of goods and labor management.

2013-2014
Al's Pizza Cashier/Server Atlantic Beach, FL

Served as a hostess, cashier, waitress and food runner in a high volume restaurant. Learned hostess seating responsibilities and food presentation standards as well as the POS system which I utilized to manage the "to-go" counter.

2012-2014
Tropical Smoothie Food Prep/Cashier Jacksonville, FL

Dealt with customer service in a fast paced, high volume environment. Acquired skills such as food preparation, opening, and closing checklists, efficiently working within the team concept, and taking physical inventories on a weekly basis.

EDUCATION

Florida State University Tallahassee, FL
Major: Hospitality
Expected Graduation, Spring 2017
Current GPA 3.1

ACTIVITIES/CLUBS

- Member, Florida State Booster's Club
- Member of Chi Omega Sorority
- Author for The Odyssey newspaper
- Member of the Florida Restaurant and Lodging Association (FRLA)