

MICHELE A. STITT

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EDUCATION

NIAGARA UNIVERSITY - Lewiston, New York

Degree expected May 2012

Bachelor Degree: Hospitality & Tourism Management

Concentration: Luxury Hospitality Operations, Special Event & Conference Management

Focus: Club Management

GPA in major 3.4/4.3

EXPERIENCE

ROLLING ROCK CLUB-Ligonier, Pennsylvania (*A Platinum Club of America*)

May 2011- August 2011- Rotational Intern

- Served members daily for a la carte dining services
- Attended daily shift meetings
- Rotated throughout all the different departments in the club
- Set-up and carried out private catering events, parties and weddings of up to 300 people

TAN TARA GOLF CLUB-North Tonawanda, New York

May 2008-October 2008- Dining Room

- Interacted directly with club members
- Bussed tables
- Assisted waitresses whenever possible

May 2009-Present- Halfway House

- Assisted Food & Beverage Manager in running snack bar on the 10th hole
- Prepared food and drinks for club members
- Drove beverage cart throughout golf course and attended to members
- Maintained a clean and appealing Halfway House.

DELTA SONIC CAR WASH-Tonawanda, New York

November 2006 - April 2008

- Cashier - assisted customers with their purchases
- Handled cash, credit and debit transactions
- Interacted with customer to solve problems.

SKILLS & CERTIFICATIONS

- ServSafe Certified by National Restaurant Association
- TIPS trained in responsible service of alcohol
- CPR/AED Heartsaver certified by American Heart Association
- Front Office Operations certificate, American Hotel & Lodging Educational Institute
- Intermediate Spanish
- Proficient in Microsoft Office - Word, Excel, Access, PowerPoint
- Works well in team environment
- Good organization skills and time management

EXTRACURRICULAR ACTIVITIES

- Member, Niagara University CMAA Student Chapter (Student Chapter of the Year 2010)
- Niagara University Cheerleader (2009-Present)
- Sports Internship - Niagara University (September 2008 - May 2009)

VOLUNTEER EXPERIENCE

- 2009 & 2010 Making Strides for Buffalo - Breast Cancer Walk
- Special Olympics (March 2010)
- National Center for Missing & Exploited Children (May 2010)
- Adopt A Platoon Organization

References Available Upon Request