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| JefryGaleas |

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|  | Objective |

To obtain an internship in the Human Resource Department, upon completion of school to obtain a full time position in the Human Resource Department.

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|  | Education |

## Pursuing a B.S Hospitality Management | Penn State University

### August 2016 – May 2020

GPA: 2.8

Relevant courses:

* Financial and Managerial Accounting
* Intro to Marketing
* Microeconomics
* International Business
* Management Information Systems
* International Business
* Business Writing
* Statistics

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|  | Skills |

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| * Proficient in Spanish
* Experience with Microsoft Word, and Excel
* Strong work ethic
 | * Strong Communication skills
* Strong Customer Service skills
* Efficient in Multitasking
* Tech Savy
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|  | Experience |

**Clubhouse Intern- Berkshire Country Club**

Summer 2019

Phone: 610-374-8244

During my summer internship at the Berkshire I learned all various aspects of front of house service along with event setup and tear down. This internship helped me gain knowledge in the areas of inventory, serving, bartending, understanding/comprehending a Banquet event order. I was able to learn about front of house operations by having the opportunity of working with food and beverage managers. This summer I had the opportunity to work at the pool, main dining room, men's lounge, and events held in the ballroom.

## Grounds Crew/Kitchen Staff- Berkshire Country Club

## Summer 2018

## Phone: (610)-374-8244

## This was my first golf course I worked at, and is where I learned the basics of a private club. I had the opportunity to learn how the grounds crew operates by giving the crew a hand with mowing greens, taking care of bunkers and all other tasks assigned from the golf course superintendent related to taking care of the golf course. Not only did I work with the grounds crew but also had the opportunity to work in the back of the house with the kitchen staff. I was a cook at the pool stand, which is where I had the opportunity of working with the executive chef. Because of this opportunity I was able to gain more knowledge about fine dinning and an incredible experience in proper food handling and food safety.

## Prep-Cook | Ganly’s Irish Pub

### Fall 2017 – Spring 2018

### Phone: (610)-678-200

Responsible for completing a to do list of prep work for the head chef in order for him to complete entrees, assisting the head chef in any way possible in order for the kitchen to operate efficiently. Duties included cooking ingredients, washing and cutting vegetables, meats, and seafood. Duties also included preparing dishes, and maintain a clean and safe kitchen by sanitizing surrounding areas.

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|  | Activities |

Throughout the week I start my day out with a workout, this has been a discipline I’ve followed from a young age. After my morning workout I attend my classes throughout the day and spend a lot of time in the library working on homework or reading to increase my knowledge. Out of school I’m always working whether it’s a full or part time shift. During my free time I enjoy spending time with my family, friends and catching up with my co-workers from previous employers. You’ll also learn that I am an enthusiastic for sports. I enjoying playing a round of golf or you’ll either see me playing a game of soccer on the field. I enjoy volunteering at my local church Cedar Grove in assisting the elderly with their needs.