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|  |  | Shauna McKnight  4812 SW Oleson RD Apt F Portland, OR 97225 T: 712-301-2578 E: shamckni@gmail.com |
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| About Me |  | Based on my past work experience, I think the Food and Beverage Industry would be an excellent fit for me. As FOH Manager and Events Coordinator at Thrive Sauce & Bowls for two years, I organized events and tastings with beer, wine and liquor representatives at our restaurant. I also managed bookings for most of our catering events, including writing contracts, staying on schedule, and collecting payments. As FOH Manager, I built a team that we called our family, and I’m very proud of the positive environment I helped to create.  I’m fluent in Microsoft suite, and know how to use Facebook, Instagram and Pinterest strategically to build brands. I have built websites with online stores, sold directly to consumers at trade shows and farmers markets and enjoy entertaining guests. I think the combination of all these skills will meet your needs, whatever they may be. |
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| Experience |  | **Events Coordinator / FOH Manager – Thrive Sauce & Bowls Restaurant Feb 2017 – Dec 2018** Worked to advertise restaurant and take photos for social media. Updated restaurant website, keeping menus and catering information up to date. Ordered beer, wine and liquor, keeping inventories of all three. Organized tastings with reps for our rotating wine and beer list. Worked with the chef to organize wine and food pairings. Problem solved quickly when there was an issue in the restaurant, and worked to create a positive environment for employees. Conducted interviews with new hires, and filtered resumes from Craigslist and Poached. As Events Coordinator, was responsible for responding to catering inquiries, estimating quotes for potential clients and scheduling tastings for couples getting married. **Shift Manager – Kalona Brewing Company Jun 2014 - Aug. 2016** Worked as a team-lead in an award-winning brewery, which offered more than 18 beers on tap made on-site. Learned to manage a team of my peers, keep track of nightly paperwork and lock up the building in the evening. Duties included entertaining guests, stepping in to help where needed, **Marketing / Sales Coordinator – Thrive Sauce Co. Aug 2018 – Dec 2018** Worked at Farmers Markets to sell sauce direct to consumers. Did demos at grocery stores to create brand awareness. Work to build audience using social media by posting regularly on all platforms. Worked to increase online sales, schedule posts on social media, took professional looking photos for website. Built a new website for the sauce company with on online store. |
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| Education |  | **Bachelors Degree in Digital Media Aug 2010 - May 2014** Worked as Business Manager for Moving in Stereo, the school’s on-campus DJ Service. Served on the student news publication, The Tack as News Co-Editor, Arts & Entertainment Co-Editor and Editor in Chief over four years. Focused on community service and volunteering. |
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