**Emily deVeer**

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**Summary** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Experienced professional with strong leadership and relationship-building skills. Meticulous

 individual, excellent at juggling multiple tasks and working under pressure. Broad industry

 experience includes Restaurants/Bars, Real Estate Sales, and Human Resources.

**Skills** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Strong customer relationship builder
* Ability to communicate clearly
* Self-motivated
* Ability to handle/resolve problems
* Able to work in a fast paced environment
* On time and reliable
* Personable and affable
* Neat and clean in appearance
* Ability to adhere to many rules and regulations seamlessly
* General knowledge of computer software
* Able to learn quickly and accurately
* Excellent, professional customer service skills and communications

**Experience** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

07/2016 – Present **Keller Williams Realty 455-0100** Metairie, LA

 **Licensed Realtor**

Help clients with the home buying or selling process, Schedule appointments to view homes, Consult with buyers and sellers on home values and market statistics, Negotiate offers and repairs to homes under contract, Advocate for my client’s to get the best deal and provide incredible customer service

08/2013 – 03/2017 **Helena Hosch School of** **Dance** Metairie, LA

 **Ballet/Tap Teacher**

Taught tap and ballet to 2 and 3 year old students. Incorporated numbers and letters into dance classes. Choreographed dances for the end of the year recital. Assisted other teachers with classes for students the same age and older. Taught some gymnastics in 2/3 year old classes. Helped students with changing shoes and staying organized. Informed parents of their child’s progress over the year.

01/2016 – 05/2016 **Liberty Tax Service** Metairie, LA

 **Office Supervisor/Tax Preparer**

Prepared taxes after passing multiple certification tests and receiving a tax preparer certification and license number from the IRS. Carried out all office duties as office supervisor from balancing the cash box to ordering office supplies. Created marketing materials and supervised multiple marketing associates on campaigns to create business. Handled inquiries about tax liabilities and tax credits. Seasonal work.

05/2015 – 01/2016 **Maternity Leave/Mother**

10/2014 – 04/2015 **Harrah’s Casino of New Orleans** New Orleans, LA

 **Bartender**

Served customers seated at the bar. Prepared beverages for cocktail waitresses in a timely manner. Assisted customers with gambling needs and questions. Maintained and balanced a cash drawer each shift. Maintained the cleanliness of the bar and surrounding area. Ensured all customers were of legal age to be gaming and consuming alcoholic beverages. Left this job for maternity leave.

05/2014 – 09/2014 **Famous Door** New Orleans, LA

 **Bartender/Beer Tub**

Served customers in a timely manner. Maintained and balanced a cash drawer at end of shift. Mixed drinks according to portion control and company recipes. Maintained par of liquor, beer, and wine. Served beer and liquor from a fast service bar. Checked patrons’ identification to ensure no minors entered or were served alcohol. Ensured that no customer was over served or overly intoxicated.

01/2014 – 04/2014 **Amici Ristorante and Bar** New Orleans, LA

 **Server/Bartender**

Served customers seated at tables in the restaurant. Worked as a food runner for other servers. Prepared drinks and appetizers when needed. Ensured that each guest was satisfied with the dining experience. Maintained cleanliness of the restaurant. Performed assigned duties each shift. Balanced personal check out slip at the end of each shift

04/2012 – 07/2013 **Maternity Leave/Mother**

07/2011 – 03/2012 **Larry Flynt’s Hustler Club** New Orleans, LA

 **Server/Bartender**

Created cocktails and served beer to patrons. Ensured that each customer was of legal age to consume alcohol. Ensured that each customer was not excessively drinking. Enhanced the club experience by giving tourist’s local destinations to visit. Accepted payment in the form of cash and credit cards. Balanced the drawer at the end of each shift. Performed side duties and maintained a clean, stocked bar. Served drinks to the servers as needed. Handled bottle service transactions and created bottle service carts for customers. Weighed liquor bottles before and after each shift.

05/2010 – 12/2013 **Jester Mardi Gras Daiquiris** New Orleans, LA

 **Server/Bartender**

Filled beverage and ice dispensers. Greeted each customer with friendly eye contact. Stocked bar with beer, wine, liquor, and related supplies. Stocked service stations with items such as ice, straws, and napkins. Trained new employees. Accepted payment from customers and made change as necessary. Attempted to limit problems and liability related to customers’ excessive drinking. Checked patrons’ identification to ensure that they met minimum age requirements for consumption of alcoholic beverages.

**Education and Training** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2014 - 2016 **Delgado Community College** – New Orleans, LA

 Radiologic Technology

Completed some general education courses and major specific coruses. Currently on hold from working toward a degree in Radiologic Technology and also a certificate in Diagnostic Medical Sonography.

2008 **Mount Carmel Academy** – New Orleans, LA

 General Education

 **High School Diploma**

Completed general education courses required to graduate. Maintained a 4.0 GPA. Graduated with Honors and in top 25% of class.