

KATHARINE GRANT

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437 W Elm St.
Yarmouth, ME 04096

SKILLS

Empowering leadership
Self-directed and motivated
Effective small group training
Continuing team education
Solution-based problem solving
Interpersonal communication
Conflict resolution and mediation
Time management
High pressure multitasking
Creative marketing
Supportive team member
Excellent student
Apple operating systems and products

EDUCATION

JAMES MADISON UNIVERSITY
Harrisonburg, VA May 2010
Bachelor of Science
Major: Media Arts & Design
Minor: Film Studies

HI, I'M KATIE:

motivated and outgoing restaurant owner with 10+ years in restaurant sales and graphic design. Currently seeking a new opportunity outside of the food industry to further hone my skills as a leader, instructor and creative team member.

WORK EXPERIENCE

OWNER/FRONT OF HOUSE MANAGER: DIRIGO PUBLIC HOUSE; JULY 2015 - PRESENT

- Manage and lead staff of ten front of house employees including new employee training, continuing employee education, weekly scheduling and performance
- Empower my team with thorough training and a learn-through-experience model though always able to assist as needed during the learning process
- Educate dining guests about new products and make suggestions based on their feedback and individual desires
- Cultivate a friendly and welcoming atmosphere for dining guests within a high pressure and busy work environment
- Handle customer feedback with clear communication, understanding and appreciation
- Create and execute marketing materials for print, web, social media and email platforms in order to promote products, specials and events

GRAPHIC DESIGNER/OWNER: KGRANTDESIGN; SEPT. 2011 - APRIL 2016

- Director of page layout, advertisement design, text formatting and final overall art concept for multiple print publications and small business graphic needs using Adobe Creative Suite CC software on Apple operating system and hardware
- Developed professional relationships with outside vendors to guarantee excellent final results

GRAPHIC DESIGNER/COORDINATOR: GEIGER, LEWISTON, ME; NOV. 2012 - MARCH 2013

- Responsible for design, art direction and new artwork for custom product orders
- Built and implemented product templates to be used by other graphic artists to complete customer orders and assure accuracy for production
- Assured that customer artwork met Geiger art production standards