










Jennifer Covington

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 jennifercovingtondesigns.weebly.com

TECHNICAL

Adobe Creative Suite:  SOLIDWORKS
 PHOTOSHOP  HTML and CSS
 BRIDGE  Computer modeling and data analysis with EXCEL and VBA
 ILLUSTRATOR
 INDESIGN
 DREAMWEAVER  MICROSOFT OFFICE SUITE

SKILLS AND EXPERTISE

Graphic Design Data Analysis
Web Design Customer Service
Branding Inventory Management
Photography
Typography Hospitality
Storyboarding Bar and Wine Service
Presentation Skills Fine Dining
Project Management Banquet Operations

EDUCATION

ASSOCIATE OF ARTS, ADVERTISING AND GRAPHIC DESIGN
Wake Tech Community College, Raleigh, NC
SPRING 2011 – PRESENT (EXPECTED GRADUATION 2013)

WEB AND GRAPHIC DESIGN CERTIFICATE
Wake Tech Community College, Raleigh, NC
SPRING 2011 – PRESENT (SPRING 2013)

WEB DESIGNER CERTIFICATE
Wake Tech Community College, Raleigh, NC
SPRING 2011 – PRESENT (SPRING 2013)

INDUSTRIAL SYSTEMS ENGINEERING
North Carolina State University Raleigh, NC
FALL 2006 – FALL 2009

HONORS AND INVOLVEMENT

SPRING 2011, FALL 2011, AND SPRING 2012
Wake Technical Community College
President's List

SEPTEMBER 2010 Carolina Country Club
Employee of the Month

OCTOBER 2009, MAY 2010, AND SEPTEMBER 2010
Recognition in the Carolina Country Club
Essential Piece Program

EXPERIENCE

CHILD CARE: 2011 – PRESENT
Sandy Bridger, Raleigh, NC

Carolina Country Club, Raleigh, NC

BANQUET SUPERVISOR: MARCH 10 – DECEMBER 10

"Jennifer is a very detail-oriented, hands on manager with a positive attitude. She is forward thinking, analytical, and always thinks of ways to improve herself and the work performance of the staff. She has a great personality that is suited for hospitality and always dealt with the membership in a professional manner. We would gladly welcome Jennifer back at any time."

- JAY JOHNSON, ASSISTANT MANAGER AND SOMMELIER, CAROLINA COUNTRY CLUB

Carolina Country Club, Raleigh, NC

FINE DINING AND À LA CARTE SERVER: OCTOBER 09 – MARCH 10

Carolina Country Club, Raleigh, NC

GRILLE ROOM CAPTAIN AND SERVER: NOVEMBER 07 – OCTOBER 09

"While working with Jennifer, it was obvious that she was a very skilled server. Her customer service skills were top notch - the members were always well taken by her. She kept her cool and never appeared to be in 'the weeds.'"

- MARCI OLIVER, EXECUTIVE PASTRY CHEF, CAROLINA COUNTRY CLUB

Sammy's Bar and Grill, Raleigh, NC

SERVER: AUGUST 07 – OCTOBER 07

Ham's Restaurant, Kernersville, NC and High Point NC

SERVER AND HOST: NOVEMBER 05 – JULY 07

Carolina Biological Supply Co., Burlington, NC

PICKER: SUMMER 04

"Jennifer is a very productive and valuable team member. She's a leader among her peers, works with minimal supervision, and has exceptional work ethic. I use her as a model to groom future employees."

- JEFF GREENE OFFICE MANAGER CAROLINA BIOLOGICAL