

Alesia Harris

Objective

To obtain experience in the hospitality industry focusing on sports management.

Education

University of San Francisco San Francisco, CA
B.S.B.A. Hospitality Industry Management
Degree to be expected May 2005
3.2 GPA

Professional Experience

Administrative Assistant, Bon Appetit, 2003-2004
Oracle Luxury Suite Level, SBC Park, San Francisco, CA

- Input and processed food orders for suite holders.
- Performed cashier tasks on day-of-game
- Prepared invoices for suite attendants during non-game days

Resident Advisor Specialist (RAS), Office of Residence Life 2004-present
University of San Francisco, San Francisco, CA

- Supervised a residence hall floor of 35 students.
- Staffed interns and hosted visitors to residence hall Women's Resource Center.
- Developed, promoted, and implemented education, social, and cultural programs for residents & Women's Resource Center.
- Demonstrated crisis intervention and resolution skills.
- Enforced hall policies which included confrontation and documentation.

Suites Staff Concierge, Golden State Warriors Summer 2003
Luxury Suite Level, Oakland Coliseum, Oakland, CA

- Direct suite attendees to suite.
- Monitored suite level to ensure safety of suite attendants.
- Served as information source for coliseum attendees.

Leadership Activities

Sister Connection – President, University of San Francisco 2004-2005
Served as a chairperson of all meetings and prepared financial proposals to present before ASUSF committee for funding. Planned and oversaw event planning and coordination. Oversaw the duties and responsibilities of the Executive Board.

National Professional Black Women's Networking Alliance – Member 2004-present
Attend networking luncheons/mixers to exchange professional information. Participate in professional/career development workshops.

Creating Community / Leadership Conference, USF August 2004
Attended conference for student leaders on the USF campus. Participated in team building and diversity training exercises.

Awards / Certifications

Certified Bartender – National Bartender School 2004-present
Harry M. Bardt Scholarship – USF 2001-present
Outstanding Work & Dedication – Sister Connection 2003-2004
Certified Professional Food Manager – Experior Assessments, LLC 2003-2008
Vizuri Kabisa Recognition Award – Outstanding Academic Achievement May 2002

Computer Skills

PowerPoint Presentation, WORD, WordPerfect, Adobe Reader, Web Page Design, 40 WPM, Excel Spreadsheet, PageMaker, Microsoft Frontpage 2002