

Winter Scarlet Hein

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28 Woolfe Street, Charleston, South Carolina, 29403

Objective

Seeking a position within the hospitality & customer service industry.

Seeking a historical hospitality position, enhancing my education & abilities while exercising academic strengths & experience to offer within the hospitality industry.

Education

Sweet Home High School, New York

- Class of 2018 Regents Scholar Graduate
- Varsity Equestrian athlete
- Member of USEF (United States Equestrian Federation)
- Member of USHJA (United States Hunter Jumper Association)
- Member of ACLC (All Class Leadership Council)
- Member of the Spanish Honors Society

College of Charleston, South Carolina

- Current status: Junior
- Declared Double Major: Historic Preservation & Community Planning & Art History
- Vice president of the Historic Preservation & Community Planning Club

- Student athlete: Equestrian
- Peer facilitator for the freshman class

Experience

Brighton & Eggert Veterinary Clinic

2016-April 2018

- Veterinary receptionist and pet advocate.
- Communicate successfully in an articulate, accurate and professional approach at all times within the clinic setting.
- Support professional staff, colleges, customers, clients in a prompt, efficient, organized and attentive manner.
- Follow instructions within all departments regarding scheduling, accounting and administrative duties.

Center for Excellence in Peer Education

Fall semester 2019- Current

- Peer facilitator to incoming freshman at the College of Charleston.
- Able to control & be efficient in a classroom setting.
- Able to accommodate to students schedules.
- Ability to create lesson plans in tandem with group activities & attached class curriculum.
- Efficient with scheduling one on one meetings, facilitating activities, team meetings & office hours.

Smiles by Hogan

Summer 2020- Current

- Social media manager for Smiles by Hogan via Facebook & Instagram.
- Personal assistant to Dr. Kevin Hogan, managing business & personal matters.
- Efficient with time management & scheduling.
- Working with diverse projects ranging from office to home.

Boone Hall Market

Summer 2020- Current

- Cashing out customers & restocking & bagging produce.
- Working with local customers.
- Working in a team environment.