

Penelope Cutler

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OBJECTIVE

To obtain a position and establish foundational skills within the Environmental Science field.

PROFILE

Seven years of overall experience in the customer service industry with additional experience working with Mecklenburg County Parks and Recreation as a recreation assistant. Bachelors in Environmental Science will be obtained in October 2021 from Southern New Hampshire University with a concentration in natural resources and conservation.

SKILLS

- Attention to detail
- Ability to Multitask
- Hard worker
- Organization
- Focus and Determination
- Team Management
- Team Building
- Positive Attitude

EXPERIENCE

Stoked Woodfired Pub; Winston Salem, NC – February 2020-Present

Wide array of responsibilities, primarily as a manager, but also assuming additional roles as a bartender, server, and assisting the expo line. Duties require taking charge of up to 10 employees and servicing up to 70 customers during peak open hours. Responsibilities also expand to training new employees, opening and completely closing down the restaurant at night, as well as continually multitasking and demonstrating team management skills.

Latta Nature Center; Huntersville, NC (Seasonal) – April 2019-October 2019

Primary duties include planning, organizing, and teaching programs to groups up to 20 people. Other duties included managing the front desk and answering calls, as well as writing out program proposals and compiling research. Employees were also responsible for helping to maintain the gardens, wildlife in our exhibits, as well as other structures throughout the Nature Center.

The Foundry Restaurant/The Trilogy; Denver, NC – February 2018-October 2019

Held two primary duties working at the Trilogy Lake Norman location. Primary role as a server at The Foundry Restaurant, as well as was part of the event staff for The Trilogy.

Responsibilities included opening and closing the restaurant, set-up and break down of events, as well as training new hires. Serviced up to 130 patrons during peak hours at the restaurant and up to 350 patrons during large events.

Atrium Health-Newborn Hearing Screener; Charlotte, NC – May 2018-April 2019

Responsibilities ranged from talking to families about the hearing test that would be performed on their baby, to coordinating with nurses on the results of which babies have passed or failed. To perform the test, sensors were placed in the appropriate places and monitored on the computer. Upon completion of testing follow-up appointments were coordinated with patients that required it.

EDUCATION

Sinclair Secondary School — 2009-2013

- Graduated with an Environment 4 Life high skills major on my diploma.

University of Maine — 2013-2014

- Studies Ecology and Environmental Science before transferring.

Rowan Cabarrus Community College — 2014-2018

- Associate of Arts degree
- Associate of Science degree

Southern New Hampshire University — 2020-Present

- Graduating 2021 with a Bachelors in Environmental Science with a concentration in natural resources and conservation.