

## Resumé

### Dawn Jacobson

15 Briar Street, Sheffield, South Yorkshire djacobson@gmail.com

### Education

**The University of Huddersfield**

HND Hospitality Management May 2004

**The International School of Tourism Sciences, Rome, Italy**

Semester Abroad Spring 2003

### Work Experience

**The Leopold Hotel, Sheffield**

Banquet Manager 2006-Present

Plan, organize, and direct the execution of all food and beverage events. Act as the primary event contact. Coordinate kitchen operations and service staff, ensuring efficient execution. Manage banquet room preparation and turnover. Conduct pre-event meetings with service staff.

**Ten Tables Bistro, Tinsley**

Wedding and Special Events Coordinator 2004-2006

Coordinated and conducted menu presentations and tasting sessions with prospective clients. Worked with General Manager to accurately price events. Served as the liaison between clients and Ten Tables Bistro chef and management team. Oversaw event preparation and logistics to ensure successful event execution.

**Hilton Sheffield Hotel, Sheffield**

Front Office Associate 2000-2003

Greeted and registered hotel guests. Made and modified reservations as needed, while providing a high level of customer service. Settled guest accounts and managed the check-out process.

### Other Skills

Language: Fluent in Spanish, conversational Italian Computers: Windows, MS Access, Word, Excel, PowerPoint, Lotus Notes