

AMBER HEILMANN

•Senior Purdue Student •

SKILLS

- Microsoft Excel, Microsoft Access abilities - can perform necessary mathematical functions and formal data organization
- Team Management capabilities - able to lead groups to success through proper communication, planning, and budgeting

EDUCATION

2018 - 2021 • Purdue University
Bachelor's Degree in Hospitality and Tourism Management

EXPERIENCE

2021 - Levy Restaurants

2018 Golf Food & Beverage Supervisor

- Facilitated operations of cafe, snack shop, and beverage carts
- Created training manuals, shift checklists, and weekly schedules

Banquet Server

- Performed set up of event decor and food serving stations
- Served plated or buffet meals, while refilling drinks and discarding used tableware

2020 - Zion Ponderosa Ranch Resort

2019 Front Desk Trainer & Wedding/Event Planner

- Introduced new front desk employees to the daily operations of the job
- Created an events department to host destination weddings and corporate retreats
- Managed organization of a new department, including staffing, training, and budgeting

2017 Bob Evans Restaurant

Server

- Tasked to greet guests upon arrival, obtain order, and ensure timely delivery
- Enhanced dining experience with friendly conversation and high quality service

2017 - Culvers Restaurant

2015 Crew Trainer

- Introduced new employees to the daily operations of the job
- Facilitated shift breaks and designed weekly employee schedules

CERTIFICATIONS

SERVS SAFE

Managerial ServSafe
Certification 2019- 2024



ALCOHOL PERMIT

Indiana Alcohol and Tobacco
Commission Employee Permit

