

Cecelia M. Westbrook

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PROFILE

I am a natural leader and a quick learner. I am strong creatively and realistically, and can work well with a team. I hold myself to high expectations, and am very goal-oriented. I am organized, responsive, and like to stay three steps ahead.

WORK EXPERIENCE

INTERN | BALL STATE ENGLISH DEPARTMENT | 2017-2018

- Write and edit various blog posts
- Project Manager for the social media team
- Create and organize content for various social media platforms
- Work individually and with other interns to meet strict deadlines

LEAD POETRY EDITOR | THE BROKEN PLATE | 2017-2018

- Read all poetry submissions
- Organize meetings for the poetry team
- Lead discussion during meetings
- Decline/accept submissions

SERVER/SERVER TRAINER/BARTENDER | SCOTTY'S BREWHOUSE | 2015-PRESENT

- Train incoming employees
- Resolve problems quickly
- Multitask
- Uphold interpersonal skillsets

SERVER/BARTENDER | RUTH'S CHRIS STEAKHOUSE

- Learn and retain menu and product knowledge to a point where guest experience is benefited
- Listen to guests needs when ordering specific drinks/food
- Understand the technicalities behind products (wines, bourbons, cuts of meat)

EDUCATION

BALL STATE UNIVERSITY | BACHELOR'S OF ART | 2014-2018

Creative Writing Major
German Major
Women's and Gender Studies Minor