

COURTNEY LEA TORRES

courtney@leaedwardventures.com

757.204.5000 - phone

Operational leader with nine years of experience in supervisory and coaching roles; Relationship-builder with proven diplomacy; exceptional oral and written communicator; dedicated, resourceful professional with proven ability to create and monitor systems, capacity to ensure continuous improvements for trainees through trainings and a continuous cycle of coaching, feedback and evaluation; critical thinker who can develop an environment that encourages open communication with colleagues, and the customer.

SKILLS

- Excellent verbal and written communication skills
- Takes initiative
- Can prioritize multiple projects and requests
- Exemplary organizational skills
- First-rate problem-solving abilities
- Outstanding soft skills and maintains good relationships
- Highly dependable
- Effectively handles several tasks simultaneously
- Strong audio, visual and technological skills
- Proactive and responsive

HOSPITALITY EXPERIENCE

The Party Host, Catering and Event Planning, Nationally
Chili's, Trainer, Food Service & Bartending, Antioch, California
Red Lobster, Food Service, Richmond, California
Champps, Food Service, Durham, North Carolina
The Rusty Pelican, High-end Food Service, Glendale, California
Wetzel Pretzel, Food Service, Pasadena, California
The O-Zone, Barista & Food Service, Los Angeles, California

EDUCATION

M.Ed, Administration and Supervision, University of Phoenix, San Francisco, CA **MA, English**, Holy Names University, Oakland, CA
BA, Politics (Religious Studies, minor), Occidental College, Los Angeles, CA

CHRONOLOGICAL WORK HISTORY

2016 – Present, The Party Host Catering & Event Planning, Nationwide, *Founder*
2011 – Present, Bodhi Educational Consulting, Nationwide, *Consultant*
2014 – 2016, Omar D. Middle School, Denver, CO, *Principal*
2010 – 2011, Venture Prep, Denver, CO, *Principal*
2007 – 2010, University of Phoenix, San Francisco, CA, *English Instructor*
2007 – 2010, Calvary Christian Academy, Richmond, CA, *Principal*

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REFERENCES

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