

Jessica "Kelly" Giles Alderete
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Cover Letter

I grew up in Saluda, NC and on my great grandmother's apple orchard in East Flat Rock, NC. I have currently been homeschooling my 6 year old son and house/pet sitting and some housekeeping/landscaping for the past year or two and in my free time, section hiking the AT. I started my career as a lifeguard, swim instructor/coach and Waterfront/Aquatics dir. I went on to a career as program coordinator and media relations director for the Maine Farm Bureau for a few years, before moving on to a career in newspaper advertising and reporting at the News Bulletin in Belen, NM for 8 years. I was a board member for the Hispano Chamber of Commerce and Belen Optimists Club as well as a member of the Belen Chamber and Los Lunas Chamber. Since moving home to NC 10 years ago i have worked in fine dining and guest services. For 4 years I worked as a bartender/ manager for the Dugout Sports bar and also contributed monthly to the Mountain Style Magazine promoting events at the restaurant as well as heightening awareness of local sports and outdoor activities. Other special skills or trades include, ABC Board Alcohol Certification as well as certifications in CPR/first aid, lifeguarding, LGI, WSI, swim team coach, fine dining/wine training, some brewing training, vet tech for the Blue Ridge Humane Society, front desk/reservations for Marriott, bed and breakfasts and resorts, event setups, photography/art and sports/recreation and non profit work in media relations. I consider myself a professional people person and novice genealogist. I grew up in Saluda and graduated from Hendersonville HS. I have lived in Maine and NM before returning home to where my ancestors can be traced back to the first settlers in Polk, Transylvania, Buncombe and Henderson counties. I love to travel and have only 11 states to check off, but I am "a local" and love the mountains... I like meeting people and get along with people from all walks and places of life. And half my family is from and lives in NYC and New Jersey and I have a 19 year old son in college at NMSU. Thank you so much for your time and consideration! I hope to hear from you soon!

Jessica "Kelly" (Giles) Alderete

Resume

Goal: To use my past experience in communication and customer service to find a team that I can continue to learn and grow with.

Education: East Carolina University B.A. Communications. Concentration in PR and Journalism. Fine Arts Minor. 1994-1998

Experience:

Current Homeschool Mom

- Homeschooling first grade
- House sitting
- Pet sitting
- Housekeeping
- Landscaping

Server/Bartender The Loft Cafe

- Server, bartender
- POS system, money management, customer service

June 30-Dec. 30, 2017

Hendersonville Country Club

- Group events (weddings, banquets, conferences, reunions and special events), set up, execution and break down.
- Fine Dining Server/Bartender

2012-2016 Bartender/ Manager

The Dugout

- Proper training of new staff and bartenders
- Acting shift manager in absence of owner
- Cash handling ordering and inventory control
- Maintenance of social media avenues to promote business
- Monthly articles in the local newspaper to promote upcoming events and sports
- Weekly and monthly creation of drink specials

2007-2012 Guest Services Coordinator

Kanuga Conference Center

- Plan and book events for guests
- Management of team for breakdown and setup of events
- Weekly team planning for upcoming events
- Waterfront Director and lifeguard manager

1998-2005 Journalist/Advertising Consultant

News Bulletin, New Mexico

- Research and Interview people for stories
- Photograph and cover local events
- Write and edit articles before publishing
- Investigate breaking news developments and upcoming events
- Participate in local events and community activities
- Advertising outside sales and consultation
- Ad development, creation, editing
- Adhere to strict deadlines
- Accounts payable

Apr. 1999- July 2000 Media Relations/Program Coor. Maine Farm Bureau

- Communications
- Public, Member, Media Relations
- Program coordinator, Events
- Lobbying
- Worked closely with farming industry and local, state, national farmers