



Robin Ussher

Leadership, Communication, and Service for 15+ Years

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SUMMARY

I am seeking a role in which I will apply my qualified skillset in favor of a public service career. My experience and character have served as an asset to a variety of businesses and organizations.

WORK HIGHLIGHTS

Brioche Bakery and Cafe, Saint Joseph, MO — *Front of House*

Feb 2017 - March 2020

- Daily front of house maintenance
- Customer service and food prep
- Implemented procedures to increase efficiency
- Managed social media marketing and community involvement projects

The Tiger's Den, Saint Joseph, MO — *Bar Manager*

July 2015 - Sept 2016

- Made and served cocktails to esteemed clientele
- Developed and curated an extensive menu
- Helped plan and set up for bar events
- Assisted in the ordering and receiving of inventory
- Contributed to social media advertising

Admissions Office, Missouri Western State University, Saint Joseph, MO — *New Student Programs Intern*

Oct 2010 - Dec 2013

- Performed front desk operations such as phone correspondence, scheduling campus tours, guiding students through the application process, and assisted faculty members with special tasks
- Hired, trained, and supervised a staff of student leaders
- Designed engaging and informative programs to assist new students with their transition into higher education

EDUCATION

Missouri Western State University, Saint Joseph, MO — *Multi-Departmental Studies*

Aug 2008 - Dec 2013

- Accrued nearly 180 credit hours focused in English-Journalism, Psychology, and Theatre
- Served in a leadership role for a variety of student organizations

SKILLS

Written and Verbal
Communication

Critical Thinking

Adaptability

Phone Etiquette

Efficiency-driven

Charismatic Leadership

Inventive

Loyal Team Player

Detail-Oriented

Multi-Tasking

Networking

SERVICE HIGHLIGHTS

- Kennel and adoption volunteer for the Friends of the Animal Shelter
- Ran a beta test for a social action project at the Josephine Women's Expo in October 2017
- Coordinated 900+ students in a yearly citywide community service project through Missouri Western State University from 2010-2013

