

GEORGIA M. GARDNER

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OBJECTIVE Dependable, hard working loyal employee looking to capitalize on the excellent training and certification as a Corporate Flight Attendant. Recent graduate of Beyond and Above (Mary Lou Gallagher, President) and have been very successful working with the public and enjoy this aspect of my job the best.

SUMMARY A highly energetic, enthusiastic and dependable individual who excels in challenging and competitive environments. Have the ability to work well under pressure, a fast learner and the ability to implement new procedures. Independent thinker that can resolve problems in a timely manner and a team player. Has a good command of computer programs.

EMPLOYMENT

- 5/99 – Present OCEAN SKY HOTEL & RESORT (Galt Ocean Mile) Fort Lauderdale, FL
Sales Manager
- Oversee sales staff and report directly with upper management
 - Promoted from bartender to various jobs within organization to Sales Manager
 - Enjoyed and excelled at Customer Relations and Catering Director due to outgoing personality and ability to work closely with people to satisfy their needs
 - As Catering Director was able to exceed \$300,000 in bookings for special events and parties in one year
 - Put on special shows such as having the Broward County Symphony perform a concert on the Beach
- 1983 – 1999 RUGBY SQUARE APARTMENTS Syracuse, NY
Resident Manager
- Managed all phases of 212 unit, 24 building apartment community with subterranean parking garage
 - Responsibilities included: leasing, budget preparation, marketing, hiring, training and supervision of staff (8-25 employees), vendor selection and supervision, resident relations, liaison between supervisors, owners and employees, statistical analysis and general office duties
- 1980 – 1983 INTERNATIONAL REALTY & DEVELOPMENT CORP. Buffalo, NY
Assistant Resident Manager
- 1973 – 1980 KARL MANN ASSOCIATES Manhattan, NY
Interior Design Showroom/Assistant Manager

EDUCATION & CERTIFICATION

- 2007 Beyond & Above
Corporate Flight Attendant Certification
- Variety of Real Estate Seminars on Apartment Management including:
IREM Courses, New York State License Exam, Fair Housing, Budget Analysis, Resident Relations, Ethics, Maintenance Budgeting and Relations
- 1973 Powelson School of Business – Syracuse, NY
Major: Retail & Marketing