



Sirelle Brackett

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Objective

To secure an internship that utilizes my visual and creative skills while creating opportunities for growth.

Professional Experience

The Bear Republic Brewing CO. Healdsburg, CA

Hostess January 2013 - Present

- Generate the flow of the restaurant.
- Respond to complaints
- Answer telephone calls
- Maintain communication
- Organize the work area

Child Care Santa Rosa, CA

Child Care provider August 2010 - Present

- Observe and monitor children.
- Preparing and serving meals and refreshments to children.
- Discipline children
- Organize and store toys and materials
- Help children with homework and school work.

Tease Hair Studio Windsor, CA

Receptionist August 2012 - February 2013

- Operate telephone
- Schedule, maintain, and update appointment calendars.
- Keeping records

Education

Windsor High School Windsor, CA

-Honors English

Nueva School of the Performing Arts Windsor, CA

-Designing

-Costuming

-Cosmotology

-Honors English

-Honors History

Additional Skills

CPR certified, Adobe Photoshop CS6, Adobe Premiere CS6, Adobe Illustrator CS6, organized, kind, professional, communication, interpersonal skills, planning, management skills, quick learner, reliable, leadership, team work, obtain and process information, attention to detail, customer service, honesty