

# Caitlin White

## **Certified Yoga Instructor**

Sneads, FL 32460

[caitlinwhite2920@gmail.com](mailto:caitlinwhite2920@gmail.com)

+1 850 857 3461

Authorized to work in the US for any employer

## Work Experience

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### **Certified Yoga Instructor**

Sneads, FL

January 2022 to Present

### **Bartender/Bar Manager**

Holiday Inn - Pensacola, FL

January 2020 to September 2021

Responsibilities included customer service, tracking sales, marketing, maintaining a clean work environment, stocking, prepping, open/close bar, handling cash, inventory, prepping to-go meals, running food, serving, working weekend events/banquets, etc.

### **Sales Associate**

Vinera Wines - Pensacola, FL

December 2019 to February 2021

I was responsible for networking with local businesses, conducting wine tastings, maintaining relationships, customer service, sales, managing CRM, ordering shipments, cold calling and much more! I worked remotely and was paid commissions.

### **Hotel Front Desk Clerk / Bartender**

Hotel Indigo - Orange Beach, AL

September 2018 to December 2020

Front desk responsibilities included reservations, cancellations, concierge services, guest relations, accounting for all cash/guest transactions, helping with refunds, delivering toiletries/towels/etc., wake up calls, housekeeping scheduling, organizing shuttle service, recording guest comments/complaints, helping plan for special events/celebrations, navigating new Covid-19 protocol, and more.

Bartender responsibilities included customer service, tracking sales, marketing, maintaining a clean work environment, stocking, prepping, open/close bar, handling cash, inventory, prepping to-go meals, running food, serving, working weekend events/banquets, etc.

### **Real Estate Agent**

Keller Williams Realty - Pensacola, FL

November 2018 to September 2020

### **Bartender and Server**

Island Grill - Orange Beach, AL

March 2015 to October 2018

Responsibilities included bartending, serving, inventory, clean/prep, open/close, customer relations, marketing for local grill, working in high volume bar and keeping everyone happy!

## Education

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### **Associate in Arts (AA) in Criminal Justice**

Pensacola State College - Pensacola, FL

August 2017 to May 2019

## Skills

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- Market Analysis
- CRM Software (4 years)
- Cold Calling (4 years)
- Contract Negotiation (4 years)
- Negotiation
- Business Development
- Event Planning
- Logo design
- Customer service (6 years)
- Customer support
- Branding
- Marketing
- Quality assurance
- Market Research
- Adobe Illustrator
- Adobe InDesign
- Typing (10+ years)
- Digital Marketing
- Hospitality (2 years)
- Graphic Design
- Social media marketing (4 years)
- Bartending (3 years)
- Serving (5 years)
- Hotel experience (2 years)
- Supervising experience
- Guest relations (2 years)
- Leadership
- Sales
- Cash handling
- Contracts

- Inventory control (3 years)
- Teaching
- Yoga
- Group Fitness
- Layout Design
- Adobe Photoshop
- Adobe Creative Suite
- Adobe Dreamweaver
- Sales
- Microsoft Office
- Microsoft Word
- Microsoft Powerpoint
- Typing
- Phone etiquette
- Communication skills
- Customer service
- Inside sales
- Supervising experience
- Underwriting
- Microsoft Outlook
- Microsoft Excel
- Cold calling
- Direct sales
- CRM software
- B2B sales
- Cash handling
- Training & development
- Market research
- Hospitality
- Cash register
- Serving
- Restaurant experience
- Adobe Photoshop
- Content creation
- Front desk
- Hotel experience
- Pricing
- Leadership

## Certifications and Licenses

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### **Realtor**

November 2018

### **200 hr Yoga Certification**

July 2021 to Present

### **Real Estate License**

### **AED Certification**

### **CPR Certification**

## Assessments

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### **Bartending — Proficient**

April 2022

Understanding, pouring, and mixing drink orders

Full results: [Proficient](#)

### **Inside sales — Proficient**

February 2022

Understanding and responding appropriately in sales scenarios, and performing common sales calculations

Full results: [Proficient](#)

### **Customer focus & orientation — Proficient**

January 2022

Responding to customer situations with sensitivity

Full results: [Proficient](#)

### **Sales skills — Proficient**

February 2022

Influencing and negotiating with customers

Full results: [Proficient](#)

### **Working with MS Word documents — Proficient**

May 2021

Knowledge of various Microsoft Word features, functions, and techniques

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.