

# JUHI GAJIWALA

1604 Pear Tree Lane Napa, CA 94558 1(707) 299 7729 [juhidancer15@hotmail.com](mailto:juhidancer15@hotmail.com) LinkedIn: juhigajiwala

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## OBJECTIVE

UCI student with strong interpersonal and communication skills. Frequently praised as diligent, reliable to quickly adapt and help your company achieve goals without losing focus or sacrificing quality of work.

## EDUCATION

University of California Irvine

*Bachelor of Arts - International Studies (September 2023 - Present)*

Napa Valley College, Napa, CA

*Associates Degree - Communication Studies (May 2023)*

## PROFESSIONAL EXPERIENCE

Silverado Resort & Spa

*Guest Services Agent (February 2022 - May 2023)*

- Work with third party companies (Booking.com, Expedia, Tripadvisor)
- Strategically plan room assignments according to requests and party size
- Grant credit and rate plans to appropriate groups

Silverado Resort & Spa

*Market/Bakery Associate (July 2021 - May 2022)*

- Placed bi-monthly product orders and adjusted to needs for large property events (PGA Tour, GS Warriors executive team, major music concerts, corporate conferences)

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Restoration Hardware, Yountville / Marin County, CA

*Hostess & Barista (July 2019 - December 2020)*

- Prepared variety of beverages with high accuracy and consistency for strong guest satisfaction
- Leveraged Open Table to analyze current and anticipated floor plans while assisting kitchen staff with food counts

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Cordeiro's Steakhouse, Napa, CA

*Lead Hostess (June 2017 - July 2019)*

- Performed marketing and advertising services (Instagram: @cordeirossteakhouse).
- Train and supervise service staff.

## HONORS & SKILLS

- Vintage High School Honor Roll Student Athlete - Cheerleader, Badminton (2015-2018)
- Spirit of America - Macy's Thanksgiving Day Parade performer, NYC (2016)
- *Spoken Languages:* Gujarati - Native proficiency