**BAILEY DUGAS**

337.513.9904 | bkdugas24@gmail.com



2022 graduate from McNeese State University with B.S. in Mass Communication in Public Relations. Pursuing a full-time position with a company where there is opportunity to learn, grow and contribute. Passion for developing strategic communication that leads to problem solving and relationship building in today’s digital world.



**WORK EXPERIENCE**

**Luna Bar and Grill South- Lake Charles LA**

**July 2023- Present**

***Lead Waitress/Associate Manager, Full- time***

***•***Ensure that guest service meets quality, value, and cleanliness standards while providing immediate responses to guest needs

•Supervise employees and assign duties to staff during shifts

•Articulate communication during fast paced circumstances to all employees

• Adequately serve personal tables, open and close the restaurant, and covering for coworkers absences

 **Luna Bar and Grill South-Lake Charles LA April 2023-July 2023**

***General Manager, Full-time***

•Satisfy customer needs all while supporting goals within the organization

•Measure customer satisfaction and respond to customer feedback

**•**Create environment where staff feels valuable to organization

•Correctly implement policies and procedures that best keep the organization up to par

**•**Supervisory duties such as hiring, coaching, training and motivating staff to effectively perform

**Luna Bar and Grill Downtown – Lake Charles LA June 2016 – April 2023**

***Hostess/Waitress, Full-time***

•Able to keep up positive attitude while being in fast paced environment

•Interact with public efficiently while being faced with unseen challenges

•Maintain relationships with customers and assisting other staff members

•Successfully uphold the restaurant standards and keep business steady

**Mark Dodge Chrysler Jeep Ram- Lake Charles LA November 2017 – May 2021**

***Receptionist/Runner, Part-time***

***•***Effectively greet and direct customers to respectable departments

•Constructed and organized company documents •Developed skills such as data entry, organization, scanning, copying and retrieval

•Handled responsibility such as running errands throughout the community in a company car



**EDUCATION**

B.S., Mass Communication, May 2022

MCNEESE STATE UNIVERSITY – Lake Charles, LA

**SKILLS**

Communication Skills – High Level of Responsibility – Organization Skills – A Loyal Worker – Full of Energy