

# ***SHANE HAWK GUILA***

Ventura, CA

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## ***Skills & Abilities***

- Bilingual (English & Tagalog)
  - Proficient in Microsoft Office Suite & Adobe Photoshop
  - Excellent Communication skills
  - Able to work under pressure
  - Exceptional leadership skills
  - Highly adaptable
  - Outstanding personal skills
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## **Experience**

2018 - PRESENT

### ***Luxury Nylife LA - Co Founder / Event Coordinator***

- Managed upscale events in and out of state, taking care of big clientele from around the globe hosting and marketing high end exclusive events.
- Promoted and hosted high paying customers, celebrities, influencers, including high end clubs along the Hollywood area.
- Provided with our hospitality, we include Luxury life transportations and vehicles such as limousines, Luxury car rentals, party bus, and exotic sports car rentals all partnered up with our company.

2020 - July 2023

### ***The Great White Limo, Los Angeles, CA - Business Partner / Management***

- Handled Booking clients, payments, employee payouts, and sometimes driven our company Vehicles for our regular coming clientele.
- Provided pristine top of the line customer service, and was in charge of hiring the best team of drivers for the job.

November 2022 - March 2023

### ***BJ's Restaurant & Brewhouse, Brentwood, CA - Server***

- Memorize restaurants beer choices accompanying meals contributing to daily sales
- Took down and memorized food orders to be entered into our square POS system to be transmitted to our kitchen staff.

- Handling a max of 9 tables per section provided by our lead manager, having to multitask by handling multiple customers at a certain order whilst having to as well carry loads of hot dishes to be distributed to our orderie.

April 2022 - October 2022

### **Walgreens, Franklin, TN - *Manager***

- Handled opening and closing safe count,
  - Managed our team associates by giving daily rundowns and tasks for each individual
  - Handled inventory, receiving freight delivery and checking if our delivery count is complete before signing any papers off.
  - Taking drawers out of the registry for money counting at the end of the night, inputting the exact amount counted onto our store system website for morning shift to recount for accuracy. as well as being in charge of locking up the store at the end of the night.
  - As manager I am also required to handle quality control of our products and getting rid of expired or damaged goods to keep up with our health violation code ethics.
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## **Education**

MONTH 20XX - MONTH 20XX

**Golden Valley High School, Santa Clarita, CA 91350**

## **References**

### **Dahlia Moth**

+1 (440) 317-4601

### **Sharif Hasaan**

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### **Julia Llovera**

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