

# JENNIFER LESLIE // 917 CONGRESS ST. NOLA 70117 // 203.767.2742 jennifer@leslie.org // leslie.org/jennifer

Interested in working in the service industry, in front of house server position or in kitchen for learning opportunity. Also experienced in graphic design, party planning, managing large groups of people, fundraising and administrative work.

**EDUCATION** **Bachelor of Liberal Arts, Women Studies & Southern History** 2004-2008  
*Newcomb College, Tulane University, New Orleans LA*

**RESTAURANT EXPERIENCE** **Counter Service** Lone Star Rally 2008  
*The Flamingo Cafe - Galveston, TX*  
Event service, working at a motorcycle rally with diverse clientele, cooking and serving barbecue, hot line food service, and making drinks.

**Server** 2005  
*Lebanon's Cafe - 1500 S. Carrollton Ave., NOLA*  
Full-time waitress at Middle Eastern restaurant serving lunch and dinner. Responsibilities included stocking tables, prepping drinks and bread, drink service, guest checks, extensive opening and closing duties, and knowledge of full ethnic menu.

**Counter Service** Jazzfest 2005  
*Jamila's Cafe - 7808 Maple St., NOLA*  
Event service job with immediate on site training, working for Tunisian restaurant during Jazzfest. In charge of cash register, taking orders, and feeding customers light dinner fare in timely fashion in fast-paced festival environment.

**Pantry, Front of House** 2001-2005  
*Bloodroot Restaurant and Bookstore, Bridgeport, CT*  
Worked in several capacities throughout tenure, plating salads and soups, baking bread, making soups and entrees, stocking kitchen and liquor, serving beer, wine and apéritifs, waiting and bussing tables, and also as front of house for restaurant and bookstore. Specialized in organic and slow food cuisine, experience with organic, green and biodynamic food and spirits.

**ADDITIONAL EXPERIENCE** **Event & Program Student Coordinator** 2005-2008  
*Newcomb College Center for Research on Women, Tulane University*  
Self-motivated, dynamic work-study job included creating and planning large events, workshops, performances, and cultural/community events. Created multiple advertisement campaigns for visiting writers, designed publications and pamphlets, established new events, and self-catered events for 10-150 people, regularly.

**Administrative Assistant** Summer 2006  
*Law Offices of Tim L. Fields*  
Management of office, including scheduling meetings with clients and their doctor appointments, maintaining database of clients, doctors, and attorneys. Transcription, writing letters and word processing, calling various involved parties, taking messages, ordering supplies.

**Producer** 2006-2008  
*The Vagina Monologues VDAY Tulane*  
Managed benefit theater production, from initial planning process through to completion. Ran meetings, oversaw budgeting, coordinated between University staff and 20+ students, helped with directing, backstage and production needs. Ultimately raised over \$5,000 dollars for women's shelters.