**Claire McKnight**

**Contact Information**

18 Pineyridge Ln

Shawnee, OK 74801

405-313-0451

Claire.mcknight@okstate.edu

**Education**

Oklahoma State University

 B.S. in Strategic Communication

 Degree expected: Dec. 2013

 Current Grade Point Average: 3.3/4.0

**Experience**

Aug. 2012—present **Hostess,** Freddie Paul’s Steakhouse, Stillwater, Okla.

Greet and communicate with guests. Create and manage seating arrangements and reservations list.Help with flow of communication between serving staff, kitchen staff and management staff.

June 2011—Aug.2012 **Counselor,** YMCA, Shawnee, Okla.

Planned events and activities for children ages 7-12. Supervised and cared for children. Helped coordinate field trips. Formed and maintained relationships with parents and children.

Aug. 2008—Jan. 2011 **Server,** Frateli’s, Shawnee, Okla.

Designed and retained hospitable environment for guests. Assisted guests with menu. Managed flow of communication between guests, kitchen staff and management staff. Oversaw training of new servers.

**Skills** Proficient in Photoshop, InDesign, Illustrator, Microsoft word, and Microsoft PowerPoint. Basic knowledge of Final Cut Pro and Microsoft Excel. Basic knowledge of reading, writing and speaking Spanish.

**Honors/Activities** Oklahoma State University’s Honor Roll, 2009, 2010, 2011, 2012. Inducted into National Society of Collegiate Scholars. Oklahoma State University’s Honor College 2010. Member of a national recognized PanHellenic club. Member of Innovative State. Volunteer for Relay for life, the Humane Society of Stillwater, The Big Event, and St. Jude Research Hospital.