

## EXPERIENCE

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### SOCIAL MEDIA MANAGER

*Alpin Luxe LLC, Horseshoe Bay, TX / Dec 2021 - Present*

- Assists in the development of online marketing strategy.
- Collaborate with other marketing staff to integrate multimedia strategies across all sales channels.
- Assist marketing director with developing web and multimedia content.

### ACCOUNTS RECEIVABLE CLERK / ASSISTANT PROPERTY MANAGER

*Monarch Management, Traverse City, MI / Aug 2022 - Dec 2022*

- Post customer payments by recording check and ACH transactions.
- Meet face to face at customer properties in order to assist in facilitating services.
- Assist property managers in fulfilling new and continuing client requests.

### SALES ASSOCIATE / WINE BAR SERVER

*Perspective Cellars, Fredericksburg, TX / Nov 2021 - May 2022*

- Present wine tasting options to patrons and answer questions about each wine, their characteristics and how it was produced.
- Recommend, select, and sell wines to meet customer needs on an individual basis.
- Excite and motivate clients with current sales and promotions.

### HOTEL MANAGEMENT INTERNSHIP

*Vivo Resorts, Oaxaca, Mexico / May 2021 - Jul 2021*

- Answered inquiries pertaining to resort policies and services, and resolve occupants' complaints.
- Observed and monitored staff performance to ensure efficient operations and adherence to resort policies and procedures.
- Provided help to staff members by inspecting rooms, setting tables, and arranging outdoor activities for guests.

### SALES REP INTERNSHIP

*Vagabonds International LLC, Salt Lake City, UT / Jan 2021 - Feb 2021*

- Assisted sales manager with the presentation of ski related apparel and accessories.
- Quoted prices, credit terms, and other bid specifications to retail clients.

### ASSISTANT MANAGER

*Roots, Park City, UT / Jul 2020 - Jan 2021*

- Trained new employees to foster a positive work environment.
- Monitored and maintained suitable store inventory levels while coordinating, and enforcing systems, policies, procedures, and productivity standards.

### FRONT OFFICE RECEPTIONIST

*RockResorts Spa - Grand Summit Hotel, Park City, UT / Nov 2018 - Apr 2020*

- Scheduled appointments, maintained, and update appointment calendars.
- Performed accounting duties, such as recording daily cash flow, preparing bank deposits, and generating daily P&L.
- Monitored operations to ensure compliance with applicable health, safety, or hygiene standards.

## TAI K MILLER

✉ taikat@me.com

☎ 231-881-1517

📍 Grand Rapids, MI

## EDUCATION

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### TEXAS STATE UNIVERSITY

#### San Marcos, TX

*Bachelor of General Studies (B.G.S)  
(Dec 2022)*

### SALT LAKE COMMUNITY COLLEGE

#### Salt Lake, UT

*Associate in Science (A.S.) Business  
Management (May 2020)*

#### Awards & Honors

- Phi Theta Kappa Honor Society

## ADDITIONAL SKILLS

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Customer Service

Time Management

Driven Communicator

Flexible and Adaptable

Team Player

Self Starter

## CERTIFICATIONS

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Adult CPR / AED

## ATHLETICS

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Varsity Golf Team, *Co-Captain*

Varsity Ski Team