

JENNIFER L. PRICE

WRITING AND EDITORIAL BACKGROUND

Writing

- Professional writer for approximately four years, with experience in magazine, newspaper, and blog writing, specializing in travel writing
- Write articles based on interviews, personal experiences, and other research
- Articles and photographs have appeared in several publications including *Travel Post Monthly*, *Stars and Stripes* newspaper, *Tango Diva*, *Front Porch Syndicate*, *Boots-n-All*, and more

Editing

- Worked as an intern for www.travellady.com, editing press releases to appeal more to the website's audience; responsible for approximately five press releases a week

Public Relations

- Created personal website, www.jenniferprice.com, to market writing and photography with a blog at www.journeysandadventures.today.com
- Work with public relations representatives and tourism boards to research information for articles
- Maintained relationships with media representatives for potential articles and other marketing opportunities

EMPLOYMENT HISTORY

2008-present **George C. Marshall European Center for Security Studies** Garmisch, Germany *Education and Training Technician*

- Responsible for preparing curriculum for students including researching articles, obtaining copyright permissions, formatting, and printing

2004-present **Edelweiss Lodge and Resort** Garmisch, Germany *Assistant Front Office Manager*

- Manager for approximately twenty employees in three different departments running 24 hours a day: Bell Stand, PBX Operators, and Front Desk
- Responsible for training, scheduling, and developing policies and procedures for brand-new 330-room resort, creating informational handouts and brochures for guests, handling guest complaints and issues, welcoming VIP's, employee recognition programs, ensuring that all guests receive high quality service and that all employees are happy
- Creating and implementing programs in new resort based on employee and customer feedback including an award-winning Customer Service Training Program, Special Packages, and Express Check-out system

2002-2004 **Edelweiss Lodge and Resort** Garmisch, Germany *Resort Hotel Attendant*

- Spent approximately six months working as a food server in the General Patton and General Von Steuben Hotel
- Worked as a front desk clerk, including night auditor, for approximately 12 months. Assisted in the re-opening of the Von Steuben Hotel, developed the SOP's for the R&R Center front desk, worked with several other departments to ensure R&R guests received the best service possible
- Analyzed the financial data from two hotels and other recreation facilities as income auditor for approximately six months

1999-2002 **Oral Communication Center** Williamsburg, VA *Oral Communication Consultant*

- Guided group discussions on leadership and communication
- Evaluated the performance of students; provided advice and suggestions on improving presentations, speeches, and all forms of oral communication

1998-2002 **William & Mary Sports Information** Williamsburg, VA *Student Assistant*

- Published press releases and articles, coordinated press conferences and interviews of athletes and coaches
- Created, designed, and edited game programs and media guides
- Served as Director for two sports—accountable for all press releases, media information, nominations, reporting of scores, and workers at events

RELATED EDUCATION

2007-2008 University of Phoenix Phoenix, AZ (on-line)

- Master's of Business Administration, Overall GPA of 4.0

1998-2002 The College of William and Mary Williamsburg, VA

- Bachelor of Business Administration in Marketing, Double major in Women's Studies, Overall GPA of 3.14

2007 Customer College Aviano, Italy

- Week-long Customer Service Training sponsored by Air Force

2008 Operation Excellence Train the Trainer MWR Academy

- Week-long training on how to facilitate and execute the MWR Operation Excellence Customer Service Program

HONORS RECEIVED

2004 AFRC-Europe Employee of the Year Garmisch, Germany

- Selected from all of the employees at AFRC-Europe to represent AFRC as the Employee of the Year

2001 Service Leader Corps Williamsburg, VA

- Participated in program for helping student community service leaders expand their leadership and organization skills.

2000 Women's Leadership Foundation Williamsburg, VA

- One of 22 women selected from an applicant pool of over 200 to participate in program for women leaders.

COMPUTER SKILLS

- Microsoft Office
- OPERA, Micros
- Pagemaker, Photoshop
- Typing Skills: 65-75 wpm