

Wanda Renee Mills

4443 U.S. Highway 59 West Apt. 3333
West Lafayette, IN 47906

Email: wmills@purdue.edu
Phone: 973-333-5434

OBJECTIVE Seeking a full time position in the hospitality industry that will utilize my education and work experience.

EDUCATION *PURDUE UNIVERSITY*, West Lafayette, IN
Bachelor of Science, Hospitality and Tourism Management
Expected Graduation Date: May 2008

EXPERIENCE

STARWOOD HOTELS AND RESORTS.

THE WESTIN STONEBRIAR RESORT

Summer Internship: Executive Meeting Specialist/Catering Coordinator

- Serve as a liaison between Catering and Convention Service Managers, Banquet Supervisors, and guests
- Ensure Banquet Event Orders are executed completely and correctly
- Generate reports for Banquet Event Order and Group Resume meetings
- Acquire basic knowledge of each department within the hotel

Frisco, TX

May – August 2007

PURDUE UNIVERSITY ENVIRONMENTAL MANAGEMENT

Environmental Health Technician Assistant

- Inspect sorority, fraternity, cooperative housing, and residence hall kitchens, campus cafés, and campus restaurants
- Generate and send inspection reports
- Input data results using Microsoft Excel and Access
- Organize and perform office administration work

West Lafayette, IN

September 2006 – May 2007

PURDUE UNIVERSITY RECREATIONAL SPORTS CENTER

Aerobics Group Fitness Instructor

- Lead group exercise classes
- Educate participants in wellness and exercise awareness
- Utilize basic knowledge of anatomy and exercise physiology
- Develop skills in customer service and communication

West Lafayette, IN

August 2006 – February 2007

EXTRACURRICULAR ACTIVITIES

- Purdue Black Tie Dinner Executive Assistant
 - Eta Sigma Delta Hospitality Honor Society – Pledge Social Co-Chair
 - Hospitality and Tourism Management Society
 - Purdue Black Tie Dinner Hostess/Banquet Server
 - Professional Convention Management Association
 - Greater Lafayette Volunteer Bureau – Reading for the Blind
 - Boiler Volunteer Network
 - Windsor Residence Hall Club Chair & Tour Guide
- April 2007 - present
February 2007 – present
August 2005 – present
April 2006/March 2007
August 2005 – July 2006
October 2005 – April 2006
September 2005 – May 2006
August 2005 – May 2006

HONORS & AWARDS

- Sara Lee Innovation Award Finalist
 - Home Economists' Guild of Indianapolis Scholarship Recipient
 - ServSafe Certified
 - Consumer & Family Sciences' Semester Honors
 - Consumer & Family Sciences' Deans List
- April 2007
March 2007
April 2006
Fall 2005, Spring 2006 & 2007
Fall 2005 & 2006, Spring 2006 & 2007