

Jessica Cohen

Hospitality & Administration Professional



Phone: +61409259910 **Email:** cohenjess5@gmail.com

Website: <https://www.riverbankmoama.com.au> **Profile:** <https://useverb.com/cv/jessicacohen>

About

Highly motivated and detail-oriented professional with a strong hospitality and sales administrative background. Experienced in staff training, supervision, and management, driving team success through effective leadership. Demonstrated experience in social media marketing, website development, and social media account management, resulting in increased brand visibility and customer engagement.

Talents & Skills

Leadership • Social Media Marketing • Customer Engagement

Experience

Sales and Marketing Administrator • Real Estate Central Projects

2023 - Present

Maintaining and updating CRM systems with accurate up-to-date client information. Assisting our sales team by preparing and creating marketing material such as brochures, online listings, and advertising campaigns.

Restaurant and Marketing Manager • Riverbank Moama

2020 - Present

Induction and supervised new staff. Led and directed team members on effective methods, operations, and procedures. Developed, implemented, and managed business plans to promote profitable food and beverage sales.

Health and Fitness Professional • Fitmob Fitness & Health Centre

2021 - 2022

Developed, planned, and led personal and group fitness sessions, monitored clients to ensure the safe use of equipment.

FOH Supervisor & Head Barista • Busy Bean Coffee

2018 - 2021

Successfully developed coffee beverage menu, recipes, specialty coffee drinks, and appropriate menu pricing. Interviewed, selected, trained and supervised FOH staff members.

Hospitality Manager • Rich River Golf Club

2017 - 2019

Coordinated events ensuring operations and staff complied with health and safety regulations. Led and directed team members on effective methods, operations, and procedures.

Education

Certificate • Australian Institute of Fitness

2020 - 2021

Certificate • AFPA Health Nutrition and Fitness

2020 - 2021

Diploma • Echuca College

2014 - 2018