

Alice Goodroe

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Professional Summary

Motivated and personable professional with hands-on experience in luxury hospitality, childcare, and digital media. Skilled in communication, time management, and creating engaging content through social platforms and websites. Experienced in Adobe Creative Suite and website design, with LinkedIn Learning certifications in InDesign and Photoshop.

Experience

Hostess

The Ritz-Carlton | Lake Oconee, Eatonton, GA | May 2024 - August 2024

- Warmly welcomed guests with genuine hospitality, setting the tone for a luxury dining experience
- Managed reservations, waitlists, and seating arrangements using luxury-standard protocols
- Maintained a polished and professional demeanor consistent with Ritz-Carlton brand standards
- Guided guests to their tables while offering personalized recommendations and insights about resort amenities
- Supported seamless dining service through coordination with servers, kitchen staff, and management
- Anticipated guest needs and special occasions, offering thoughtful service enhancements
- Assisted with VIP arrivals, special events, and large parties
- Maintained a clean, inviting entrance and lobby area
- Delivered local area recommendations to enhance the guest experience

Nanny

Private Employer - Jerry Horton | Perry, GA | May 2021 - June 2023

- Provided full-time summer care for two children in a safe, engaging environment
- Led age-appropriate activities including crafts, reading, and outdoor play
- Prepared balanced meals and snacks, tailored to children's preferences
- Maintained consistent daily routines throughout summer breaks
- Supervised swimming and outings, ensuring safety at all times
- Fostered positive behavior through patient and clear communication

- Supported light household responsibilities related to childcare
- Kept parents regularly updated on milestones and daily activities

Education

The Westfield School

High School Diploma | Perry, GA | May 2023

Certifications

- LinkedIn Learning: Adobe InDesign
- LinkedIn Learning: Adobe Photoshop

Skills

Teamwork & Collaboration, Patience & Adaptability, Time Management, Accountability & Reliability, Guest Services, Verbal Communication, Adobe InDesign, Adobe Photoshop, Website Creation (WordPress)

Leadership & Involvement

- UGA Miracle - Communications Committee
- UGA PRSSA - Member