

Althea Simmons

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Summary of Qualifications

- Highly motivated hospitality student with strong communication and interpersonal skills
- Team leader; goal-oriented
- Great time management and organizational skills
- Proven ability to foster strong relationships and drive outcomes

Education

Niagara University – Niagara University, NY
Bachelor of Science in Tourism, Event & Meeting Management, May 2026
GPA: 4.0 Dean's List (4 semesters)

Related

Experience

5/24 - 8/24

Largo Capital – Getzville, NY

Hotel Loan Intern

- Performed in-depth research into potential hotel borrowers to identify loan opportunities
- Conducted outreach to hotel owners to extend loan opportunities of over a million dollars per loan
- Updated marketing materials including the pitch book and hotel information flyers
- Assisted with underwriting hotel revenue to evaluate their financial competency
- Visited multiple subject properties to take updated photos for annual review
- Communicated with loan originators and analysts daily to discuss projects and potential loan offerings

Country Club of Buffalo – Buffalo, NY

5/23 – Present

Event Team Member

- Perform all opening tasks of the club to welcome each member as they arrive
- Ensure daily operations are completed including turning on computers, coffee stations, music, lights and club walk-through
- Lead server for events including weddings, private parties, showers and meetings

5/23 - 8/23

Intern

- Worked multiple member-facing events as well as helped behind the scenes
- Experienced the tasks that each department performs within the club, including catering, culinary, maintenance, grounds, golf, and tennis
- Learned the operations of clubs following and engaging with management and high-level team members

Courtyard by Marriott – Niagara Falls, NY

2/23 – 4/23

Front Desk Associate

- Answered phone calls and made reservations through FOSSE Systems
- Assisted guests with any questions or concerns
- Provided excellent customer service to ensure each guest's needs were met

- 11/22 – Present **Niagara University Admissions** – Niagara University, NY
Co-Director of Admissions
- Train, onboard, and supervise campus tour guides
 - Create tour guide schedules including daily visit schedules and student room schedules
 - Lead tour guide welcome back and training meetings throughout the semester
 - Facilitate campus tours for potential students during open houses and family visits

- 11/22 – Present *Tour Guide*
- Provide tours of the Niagara University campus to prospective students and their families
 - Interact with families to answer questions about the university and campus

Skills Microsoft Office: Word, Excel, PowerPoint
Google Workspace: Sheets, Docs, Slides
Canva
Jonas Club Software
FOSSE

Additional Experience

- 6/21 – Present **Ship Shape Cleaning** - Syracuse, NY
Owner/Operator
- Established a house cleaning company and manage one employee
 - Secured clients through word of mouth and have grown the business to provide 9 clients with weekly and monthly services
 - Meet with clients to establish cleaning plans, clean client’s homes, and provide excellent customer service

- Honors/Activities** *Recipient* – Joe Perdue Scholarship (2024)
Volunteer – Niagara University 2024 Commencement
Recipient – James L. ‘47 and Kathleen Byrne Scholarship (2024)
Recipient – CMAA New York State Student Scholarship (2023)
Recipient – Niagara Trustees Scholarship (2022 – Present)
Co-Director – Niagara University Admissions (2022 – Present)
Vice President – NUCMAA Student Chapter (Club Manager’s Association of America)
President – Niagara University Club Women’s Basketball Team
Certified – ServSafe in commercial kitchens (2022)
Honorable Mention – Position paper for International Climate Change Conference Simulation (2022)