

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

Education

Niagara University – Niagara University, NY
Bachelor of Science – Hotel/Luxury Hospitality Operations, May 2026
GPA: 4.0

Related Experience

Niagara University Admissions – Niagara University, NY

11/22 – Present

Co-Director of Admissions

- Train and supervise campus tour guides
- Create tour guide schedules
- 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

10/22

St. Mary's High School – Lancaster, NY

Supervisor

- Managed students to serve over 300 people at a wine dinner at St. Mary's High School
- Assisted on the floor and the back-of-the-house operations

Additional Experience

Ship Shape Cleaning - Syracuse, NY

6/21 – Present

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 month services
- Meet with clients to establish cleaning plan, clean client's homes and provide excellent customer service

Technical Skills

Microsoft PowerPoint

Microsoft Word

Google Docs

Google Slides

Honors/Activities

Recipient – Niagara Trustees Scholarship

Co-Director – Niagara University Admissions

Member – NUCMAA Student Chapter (Club Manager's Association of America)

Member – Niagara University Club Women's Basketball Team

Certified – ServSafe in commercial kitchens

Honorable Mention – Position paper for International Climate Change Conference Simulation